

UNCLASSIFIED

AD NUMBER

AD731809

CLASSIFICATION CHANGES

TO: **unclassified**

FROM: **restricted**

LIMITATION CHANGES

TO:

**Approved for public release, distribution
unlimited**

FROM:

**Distribution authorized to U.S. Gov't.
agencies and their contractors;
Administrative/Operational Use; 31 DEC
1952. Other requests shall be referred to
Central Air Docuemnts Office,
Wright-Patterson AFB, OH 45433.**

AUTHORITY

E.O. 10501, 5 Nov 1952; DDC, 5 Dec 1974

THIS PAGE IS UNCLASSIFIED

Classification
~~CONFIDENTIAL~~

ARMED SERVICES TECHNICAL INFORMATION AGENCY
DOCUMENT SERVICE CENTER

REPORT

OF

PROFESSIONAL AND FINANCIAL REQUIREMENTS

31 DECEMBER 1962

Published by
NATIONAL TECHNICAL
INFORMATION SERVICE
Contract No. DA-30-1951



PUBLISHED BY DOCUMENT SERVICE CENTER
KING BUILDING, DAYTON, OHIO

DISTRIBUTION STATEMENT A

Approved for public release;
Distribution Unlimited

COPY NO. 4

Classification
SECURITY INFORMATION

REF ID: A6272

NOTICE TO USERS

Portions of this document have been judged by NTTIS to be of poor reproduction quality and not fully legible. However, in an effort to make as much information as possible available to the public, NTTIS sells this document with the understanding that if the user is not satisfied, the document may be returned for refund.

If you return this document, please include this notice together with the IBM order card (label) to:

NATIONAL TECHNICAL INFORMATION SERVICE
Attn: 152.12
Springfield, Va. 22151

TABLE OF CONTENTS

Introduction		I - 1
Table I	- Summary of Total ASTIA Annual Requirements Based on Fiscal Year	
	1952 Workload	I - 3
Table II	- Summary of Total ASTIA Annual Requirements Based on Fiscal Year	
	1953 Workload	I - 3
Section I		I - 1
Table III	- Correlation of Unit Costs and Units Produced Plans "A," "B," & "C"	
	Based on Fiscal Year 1952 Workload	I - 2
Chart I	- Gross Receipts - Documents	I - 3
Chart II	- Duplicate Check - Documents	I - 4
Chart III	- Descriptive Cataloging - Titles	I - 5
Chart IV	- Distribution Classification - Titles	I - 6
	Subject Cataloging - Titles	I - 6
	Microfilming - Titles	I - 6
Chart V	- Abstracting - Titles	I - 7
Chart VI	- Microcards - Titles	I - 8
Chart VII	- Request Processing - Requests	I - 9
Chart VIII	- Document Supply - Documents ASTIA	I - 10
Chart VIII A	- Document Supply - Documents DSC	I - 11
Chart IX	- Demand Bibliography	I - 12
Chart X	- Local Library Service - Reference Queries	I - 13
Section II		II - 1
Table IV	- Comparative Statement of Personnel Requirements Plans "A," "B," & "C"	
	Based on Fiscal Year 1952	II - 3
Section III		III - 1
Plan "A"	- Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years	III - 2
	Schedule I Personal Services Requirements by Operating Functions	III - 3
	Schedule II Allocable Costs Other Than Direct Personal Services	III - 4
	Schedule III Distribution of Costs of Operating Supplies	III - 5
	Schedule IV Maintenance and Machine Rental	III - 7
Plan "B"	- Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years	III - 8
	Schedule I Personal Services Requirements by Operating Functions	III - 9
	Schedule II Allocable Costs Other Than Direct Personal Services	III - 10
	Schedule III Distribution of Costs of Operating Supplies	III - 11
	Schedule IV Maintenance and Machine Rental	III - 13
Plan "C"	- Exhibit "A" Document Service Center Summary of Costs and Man Years in Whole Dollars and Man Years	III - 14
	Schedule I Personal Services Requirements by Operating Functions	III - 15
	Schedule II Allocable Costs Other Than Direct Personal Services	III - 16
	Schedule III Distribution of Costs of Operating Supplies	III - 17
	Schedule IV Maintenance and Machine Rental	III - 19
Section IV		IV - 1

INTRODUCTION

In the following pages are summaries of detailed studies of personnel and financial requirements and workload at the Armed Services Technical Information Agency (ASTIA) Document Service Center (DSC) at Dayton, Ohio. These studies are based on known workload for FY 1952 for the purpose of arriving at unit costs which may be applied to predicted workloads to determine personnel and financial requirements in subsequent years.

Personnel and financial requirements for three plans of operations are shown in this study:

Plan "A" represents a study of operation at the Document Service Center at the time these detailed studies were begun in July 1952. It reflects the former Central Air Documents Office operations as they were at the time these operations were transferred to the management of ASTIA.

Plan "B" represents operations at the Document Service Center as they are contemplated under ASTIA with important improvements in service (entailing additional functions) and reduction or elimination of other former services believed by the ASTIA management to be non-essential to the hard core of ASTIA's mission at this time. Plan "B" also reflects requirements without integration of DSC activities with those of the Office of Naval Research under contract with the Library of Congress.

Plan "C" represents operation of the Document Service Center under the RDB-approved plan of integration with the Navy-sponsored activity at the Library of Congress.

One of the really important advantages to the Department of Defense in the formation of ASTIA is the extension of the best of the previous separate technical documents services to all agencies of the Department of Defense and their contractors. An equally important advantage is the elimination of duplication of activity where it existed.

The financial requirements to achieve both objectives are contained in Plan "C." Plan "B" reflects only a partial achievement of these objectives, namely, in the adoption of certain highly desirable services of the Library of Congress by ASTIA for extension to those agencies and contractors served by the Document Service Center.

Under Plan "C," the most substantial burden of extension of service falls upon the Document Service Center. For example, the Technical Information Division (TID) of the Library of Congress now issues a reports availability announcement bulletin and distributes microcard copies of its documents - services not rendered by DSC. Under Plan "C," DSC will be responsible for rendering these services not only to those formerly served by TID but to those served by the Document Service Center as well. On the other hand, DSC prepares and disseminates facsimile copies of its reports upon demand, while the Library of Congress activity renders loan service when duplicate copies are unavailable. Under integration, facsimile copies will be made available by DSC to all Defense Department agencies and their contractors.

The cost of TID microcard service is borne entirely by the Office of Naval Research apart from the Library of Congress contract. The cost of this important service must henceforth be carried by ASTIA. A continuation of the ONR microcard contract with a commercial firm would cost ASTIA in excess of \$130,000 annually under Plan "C." However, by fabricating microcards in DSC's own facilities, the direct cost will be \$72,886 - a savings of nearly \$60,000 based on FY 1952 workload, but still a substantial addition to ASTIA's financial requirements.

Under Plan "B," a net dollar saving of \$22,000 is realized over Plan "A." At the same time a net addition of four positions is required. Actually, the elimination of certain Plan "A" services and streamlining of procedures in Plan "B" result in a reduction of 24 positions and a gross annual savings of \$156,000, or roughly 14%. These

reductions are offset, however, by the inauguration at DSC of the highly desirable and useful microcard and announcement bulletin services.

Since there is a very small overlap in the list of those served by the Document Service Center and the Library of Congress activity, the combination of lists and extension of service with integration (Plan "C") substantially increases the personnel and financial requirements of the Document Service Center. The summary tables (I and II) and subsequent sections of this report, particularly Section II, show why this is true.

Directly following are summary tables (I and II) showing the computed personnel and financial requirements of ASTIA under Plans "A," "B," and "C" based on the known workload for FY 1952 and the projected workload for FY 1953. These tables are derived from the detailed exhibits and computations included in Sections I, III, and IV of this report.

The marked rise in the volume of business as indicated in the analysis of workload in Section I clearly shows that personnel and financial requirements for ASTIA will continue to rise at least until after the research and development activities of the Department of Defense begin to level off. In this connection, too, there is in progress a study of the potential "market" for ASTIA services which strongly indicates that a number of Defense agencies and their contractors are still unaware of the reports services available to them. ASTIA requirements will necessarily increase as knowledge of its existence spreads and more demands are made upon it for service.

TABLE I
SUMMARY OF TOTAL ASTIA ANNUAL REQUIREMENTS BASED ON FY 1952 WORKLOAD

	PLAN "A"		PLAN "B"		PLAN "C"	
	Personnel	\$ in Thousands	Personnel	\$ in Thousands	Personnel	\$ in Thousands
DSC Direct Personal Services	205	\$ 779.4	210	\$ 793.8	242	\$ 916.1
DSC Other Direct Charges	-	181.2	-	149.1	-	224.6
Subtotal - DSC Direct Charges	205	\$ 960.6	210	\$ 942.9	242	\$1,140.7
DSC Overhead and Administration	32	194.4	31	190.2	31	190.6
Total DSC Operations	237	\$1,155.0	241	\$1,133.1	273	\$1,331.3
ASTIA Headquarters Personnel	12	85.5	12	85.5	12	85.5
ASTIA Headquarters - Other Charges	-	25.6	-	25.6	-	25.6
Regional Offices Personnel	4	15.6	4	15.6	4	15.6
Regional Offices - Other Charges	-	8.1	-	8.1	-	8.1
ASTIA Research Contracts	-	69.0	-	69.0	-	69.0
Special Equipment Purchase	-	50.0	-	50.0	-	50.0
Library of Congress Contract	-	-	-	-	-	638.5
Total ASTIA Requirements	253	\$1,408.8	257	\$1,386.9	289	\$2,223.6

TABLE II
SUMMARY OF TOTAL ASTIA ANNUAL REQUIREMENTS BASED ON FY 1953 WORKLOAD*

	PLAN "B"		PLAN "C"	
	Personnel	\$ in Thousands	Personnel	\$ in Thousands
DSC Direct Personal Services	230	\$ 846.6	265	\$ 992.3
DSC Other Direct Charges	-	204.7	-	300.0
Subtotal - DSC Direct Charges	230	\$1,051.3	265	\$1,292.3
DSC Overhead and Administration	33	192.8	33	196.2
Total DSC Operation	263	\$1,244.1	298	\$1,488.5
ASTIA Headquarters Personnel	12	85.5	12	85.5
ASTIA Headquarters - Other Charges	-	25.6	-	25.6
Regional Offices Personnel	4	15.6	4	15.6
Regional Offices - Other Charges	-	8.1	-	8.1
ASTIA Research Contracts	-	69.0	-	69.0
Special Equipment Purchase	-	50.0	-	50.0
Library of Congress Contract	-	-	-	673.5
Total ASTIA Requirements	279	\$1,497.9	314	\$2,415.8

* Estimates based on assumption that 1/2 increased workload over FY 1952 can be absorbed without increase in personnel.

SECTION I STUDY OF ASTIA WORKLOAD

This Section contains statistical information on workloads experienced by DSC and TID during the fiscal years 1950, 1951, and 1952, with projections to 1953 and 1954 for the purpose of forecasting personnel and financial requirements for these two years.

With increasing attention being brought to the available services of ASTIA through establishment of field offices, and with contractor and project officer participation in the ASTIA program becoming a matter of contract obligation, there is no reason to believe that the upward trend of reports received by ASTIA or requested will level off in the next two or three years.

In Section III of this report, the basis for determining financial requirements is to be found in the form of a detailed cost analysis predicated on FY 1952 workload. Direct unit costs are derived for each workload area which are applicable to the workload charts contained in this Section. Table III shows the relationship between the workload charts of Section I and unit costs developed in Section III. Every going organization has a certain ability to absorb more workload without increase in personnel. Therefore, a direct application of historical unit costs to predicted increased workload would result in higher-than-needed budget estimates. Determination of this "workload absorption ability factor" in advance is most difficult. It varies almost from month to month and is most accurately determined by hindsight rather than by foresight. Nevertheless, this factor is included in this report based largely on the optimistic feeling of the ASTIA management that improved efficiencies are possible within the next two years, and that research in documentation methods will return substantial dividends. Therefore, an assumption is made that one-half the increased workload for 1953 can be absorbed without an increase in personnel requirements.

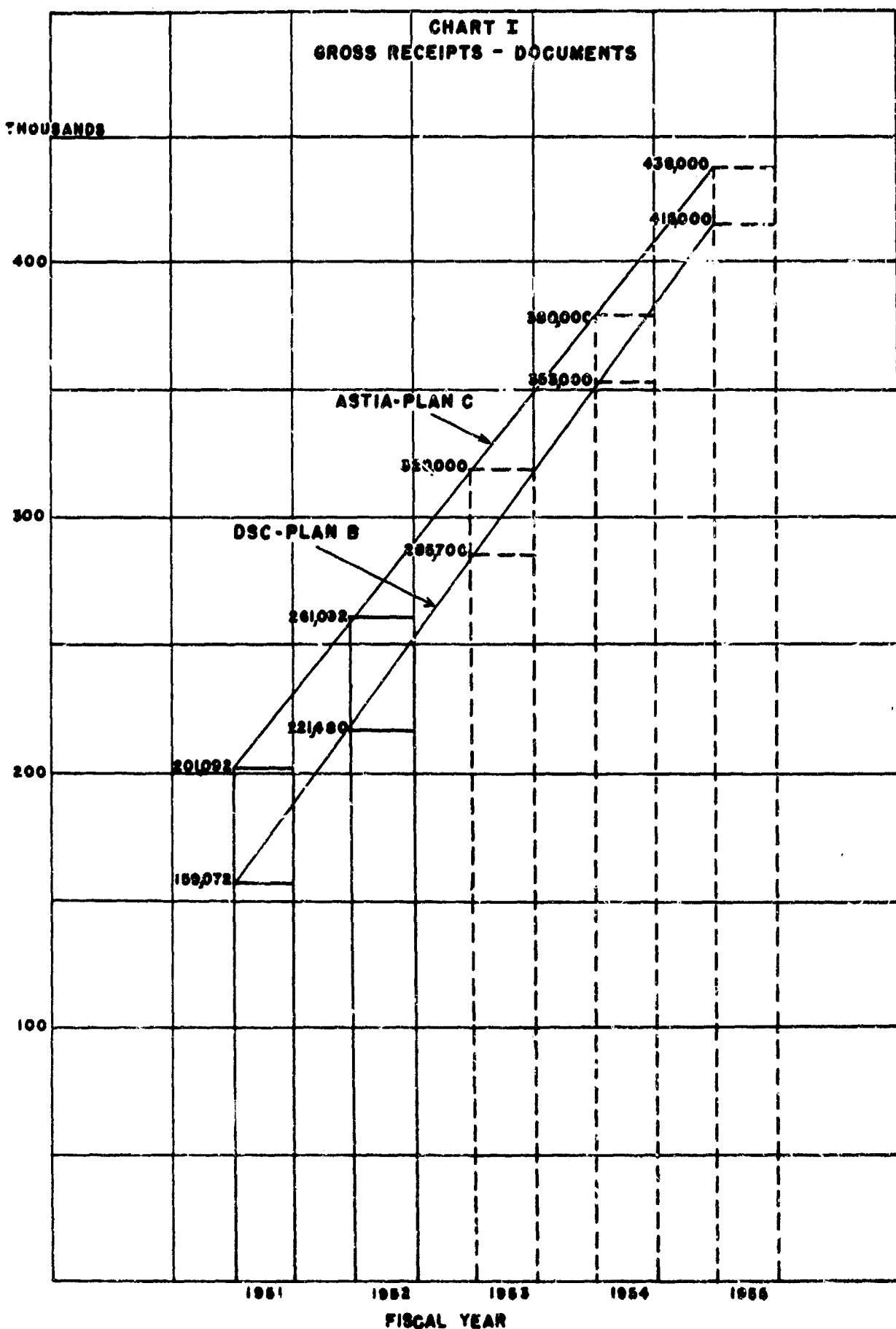
ASTIA workload may be roughly divided into two parts:

1. Workload associated with receipt, control, and storage of reports (input).
2. Workload associated with dissemination of information (output).

This division has proved to be significant in determining the combined workload of DSC and TID. Careful study shows that on the input side, approximately 50% of the report titles received and processed by TID had already been received and processed by DSC. Therefore, in this report the combined ASTIA input workload is considered to be that of DSC plus one-half that of TID. On the output side, no significant duplication is apparent. The "customers" of the two organizations are almost entirely different and the services rendered differ markedly. Therefore, output workload for ASTIA is considered to be the sum of that of the two organizations. These workload combinations are used in developing Plan "C."

TABLE III
CORRELATION OF UNIT COSTS AND UNITS PRODUCED
PLANS "A," "B," & "C"
BASED ON FY 1952 WORKLOAD

FUNCTIONAL AREAS	PLAN "A"		PLAN "B"		PLAN "C"	
	Unit Cost	Units Produced	Unit Cost	Units Produced	Unit Cost	Units Produced
Receiving	.088	221,480	.087	221,480	.086	261,092
Duplicate Check			.117	161,327	.119	185,826
Document Storage Maintenance			.224	161,327	.246	185,826
Descriptive Cataloging	1.807	50,925	1.250	50,925	1.251	59,852
Subject Cataloging	.786	34,195	.740	34,195		
Distribution Classification	.810	34,195	.848	34,195	.939	43,077
Abstracting	.975	14,468	1.060	14,468		
Microfilming			2,587	34,195	2,486	42,077
Catalog Card Preparation:						
AD	.010	4,638,720	.018	2,531,900	.008	4,559,999
AD No Abstracts	.014	2,369,520	.009	3,452,225	.004	5,520,001
PB	.023	1,500,000	.021	1,500,000	.023	1,500,000
Catalog Card Distribution	.005	4,178,829	.004	3,793,700	.004	6,614,758
TAB Preparation (Titles)			2,716	24,250	2,794	31,750
TAB Preparation (Copies)			.562	117,520	.581	152,776
TAB Distribution			.177	117,520	.146	152,776
Microcards (Titles)			4.408	12,000	4.702	16,500
Microcards (Copies)			.088	600,000	.084	775,000
Reclassification Bulletin Prep. (Titles)			.744	782	.543	1,179
Reclassification Bulletin Prep. (Copies)	2.244	12,000	.046	12,000	.040	16,200
Reclassification Bulletin Distribution			.184	12,000	.081	16,200
Request Processing	5.856	24,448	4.089	24,448	4.033	38,588
Document Supply Storage	.939	37,581	.870	37,581	.759	52,581
Document Supply Reproduction	5.597	42,832	2.580	42,832	2.321	55,462
Document Supply Acquisition	1.742	9,313	2.628	4,666	2.933	3,104
Demand Bibliography	32.423	1,312	32.808	1,312	33.484	1,805
Local Library Service			1.765	12,042	2.256	19,042
British Accession List	.824	2,600				
Translation List	14.580	500				
Technical Data Digest	.738	59,425				



CHAPTER II
DUPLICATE CHECK-DOCUMENTS

THOUSANDS

THOUSANDS

300

300

ASTIA PLAN "C"
DSC PLAN "B"

200

200

100

100

0

0

1951

1952

1953

1954

1955

FISCAL YEAR

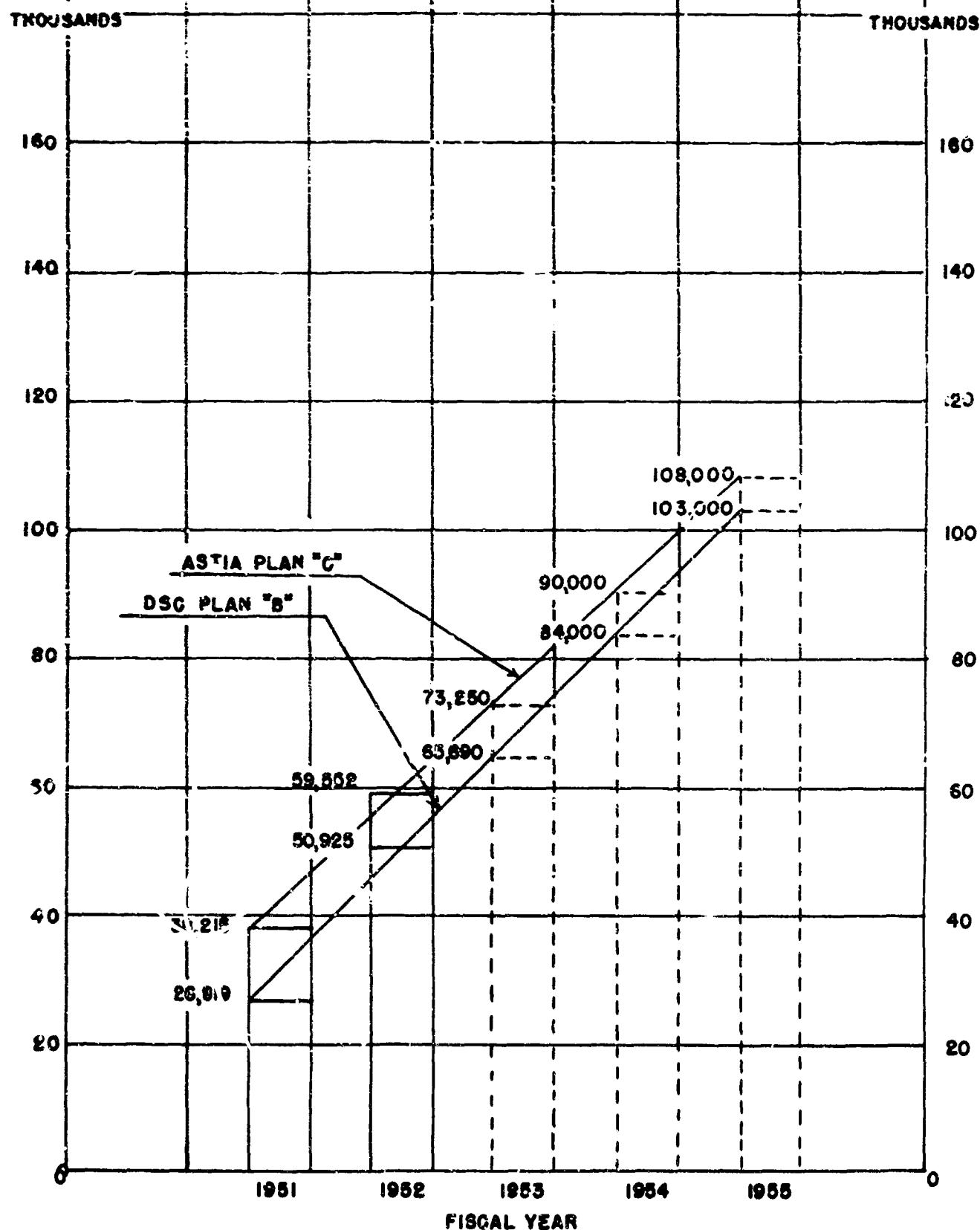
357,000
307,000
285,000
258,000

229,000
208,100

185,826
161,327

134,221
121,719

CHART IX
DESCRIPTIVE CATALOGING-TITLES



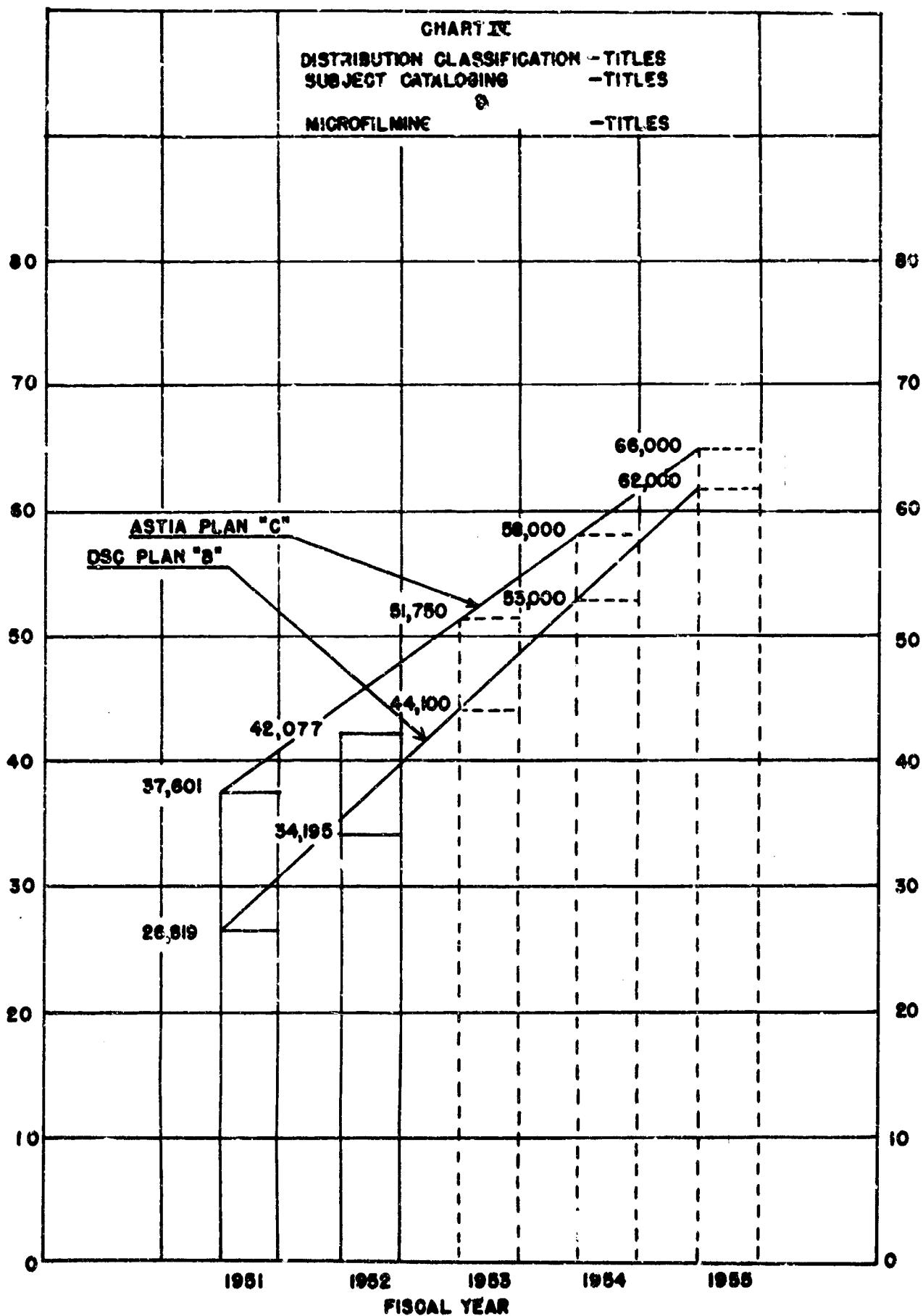


CHART V
ABSTRACTING - TITLES

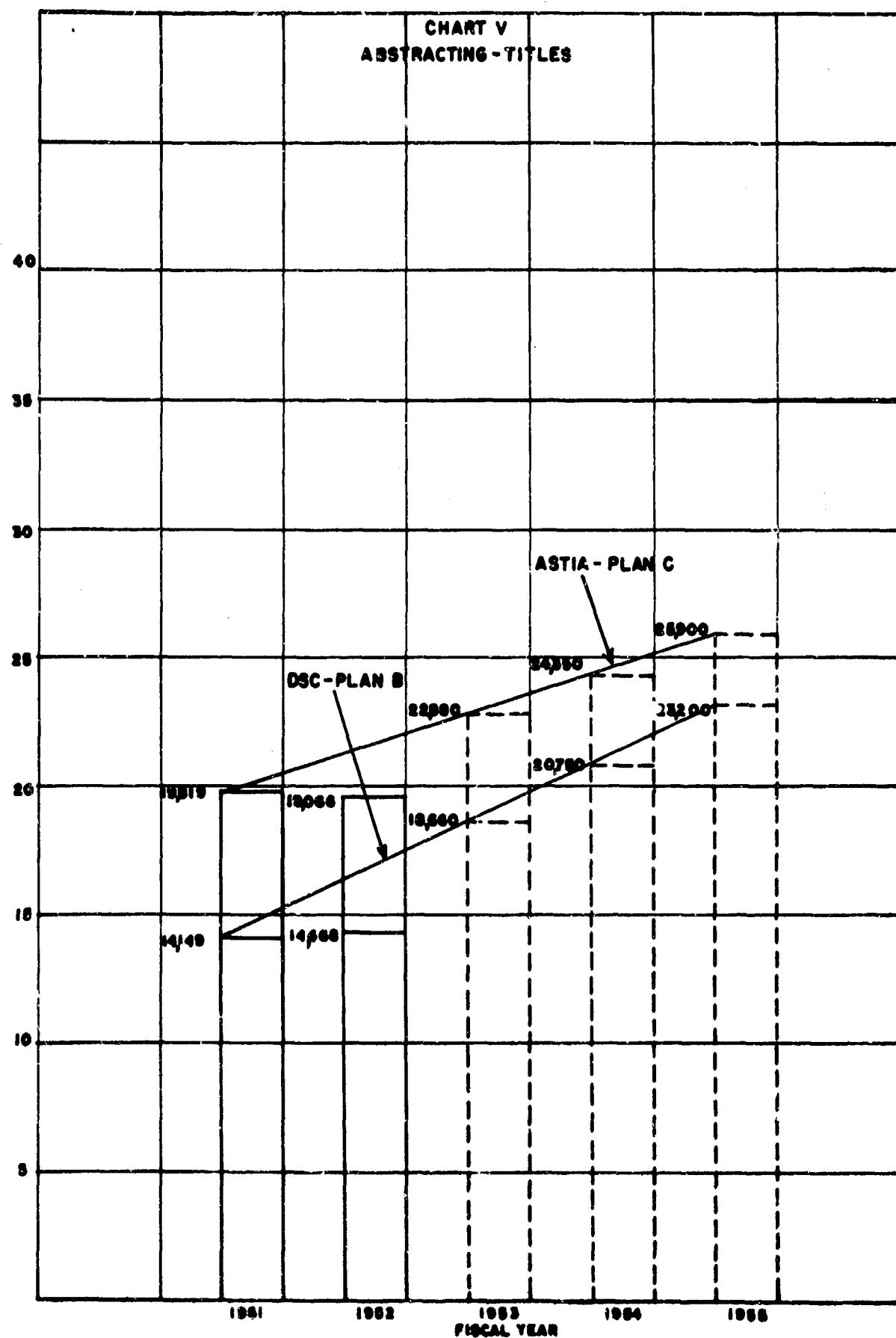


CHART VI
MICROCARDS-TITLES

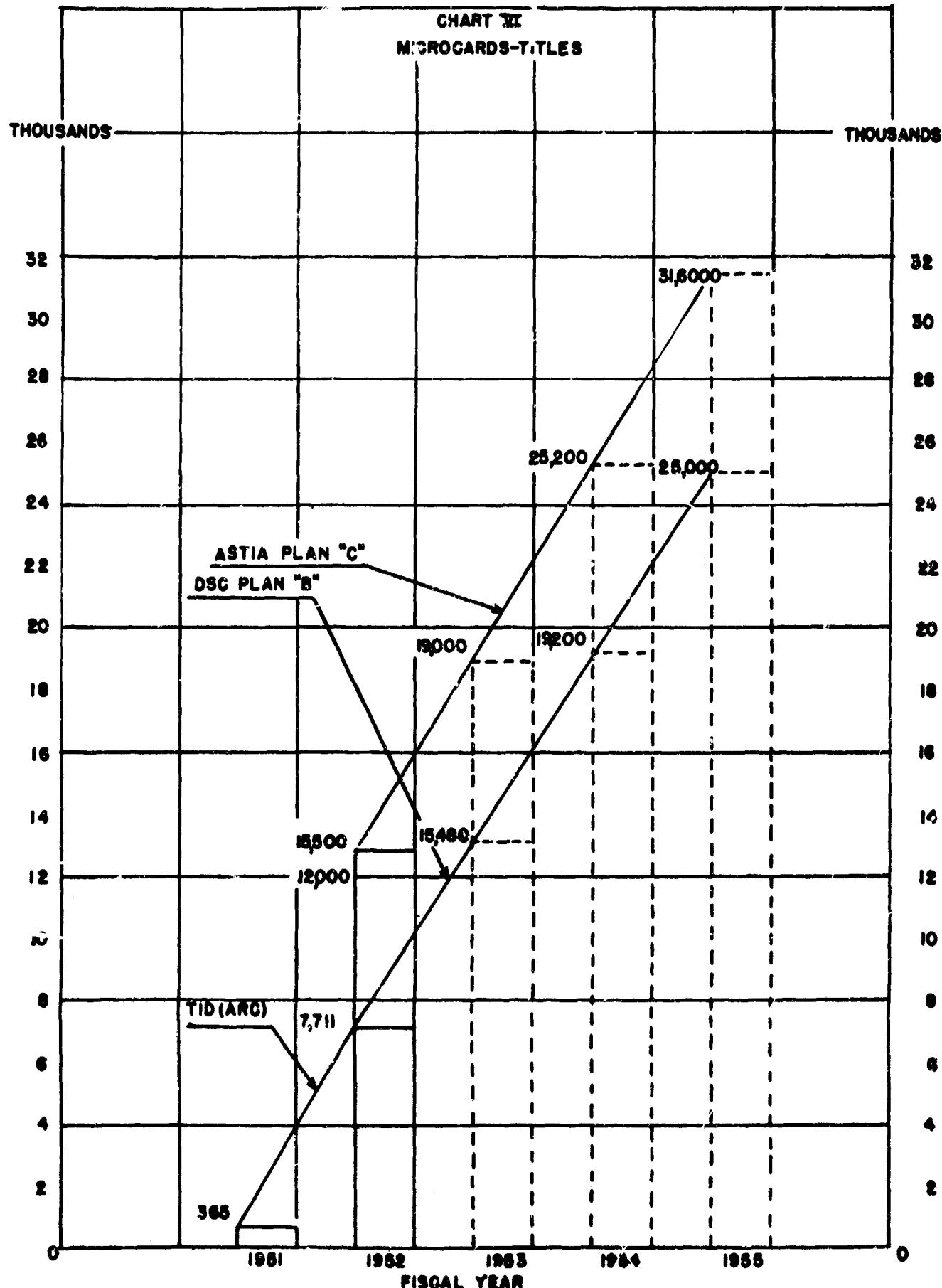


CHART 127
REQUEST PROCESSING-REQUESTS

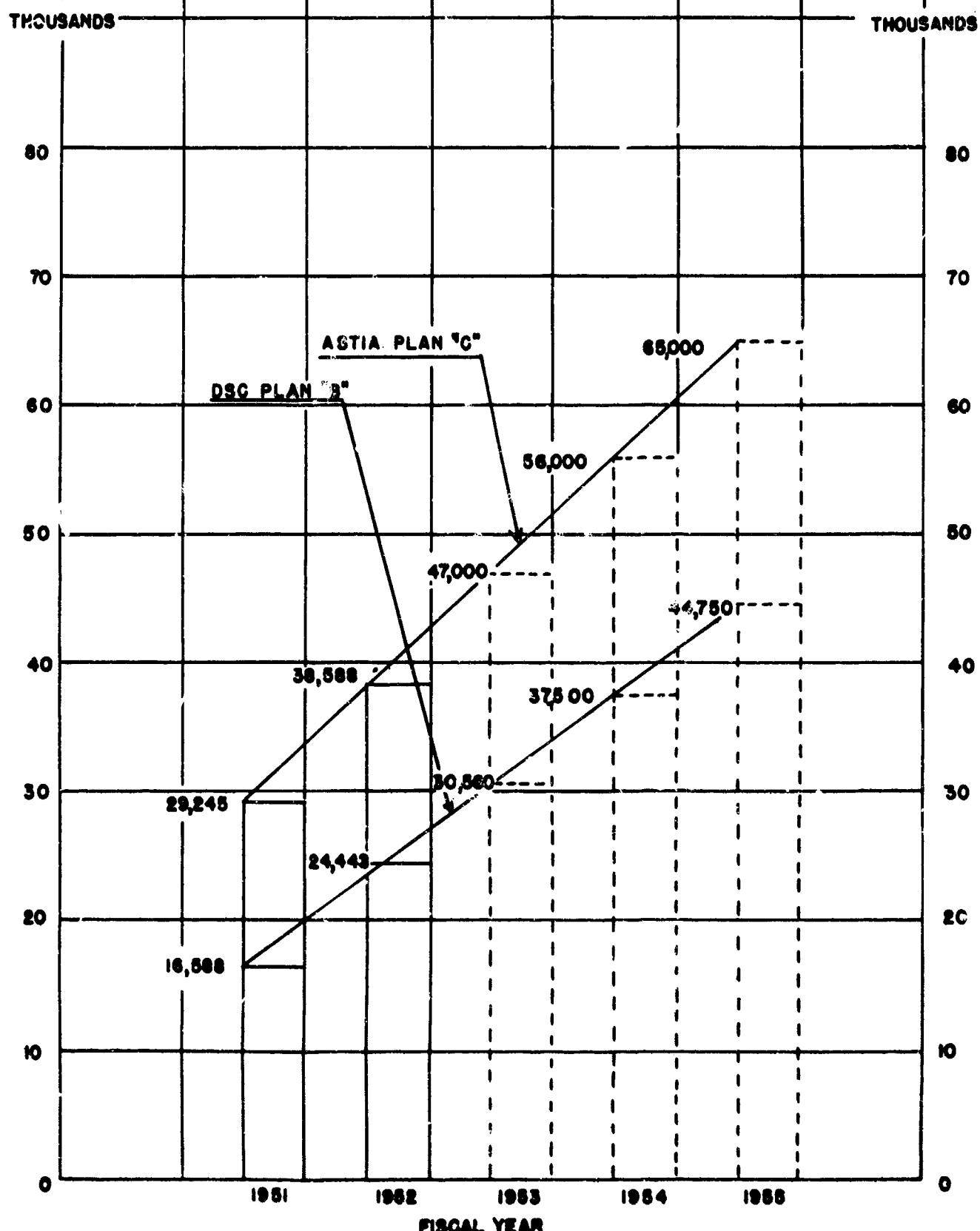


CHART VIII
DOCUMENT SUPPLY - DOCUMENTS

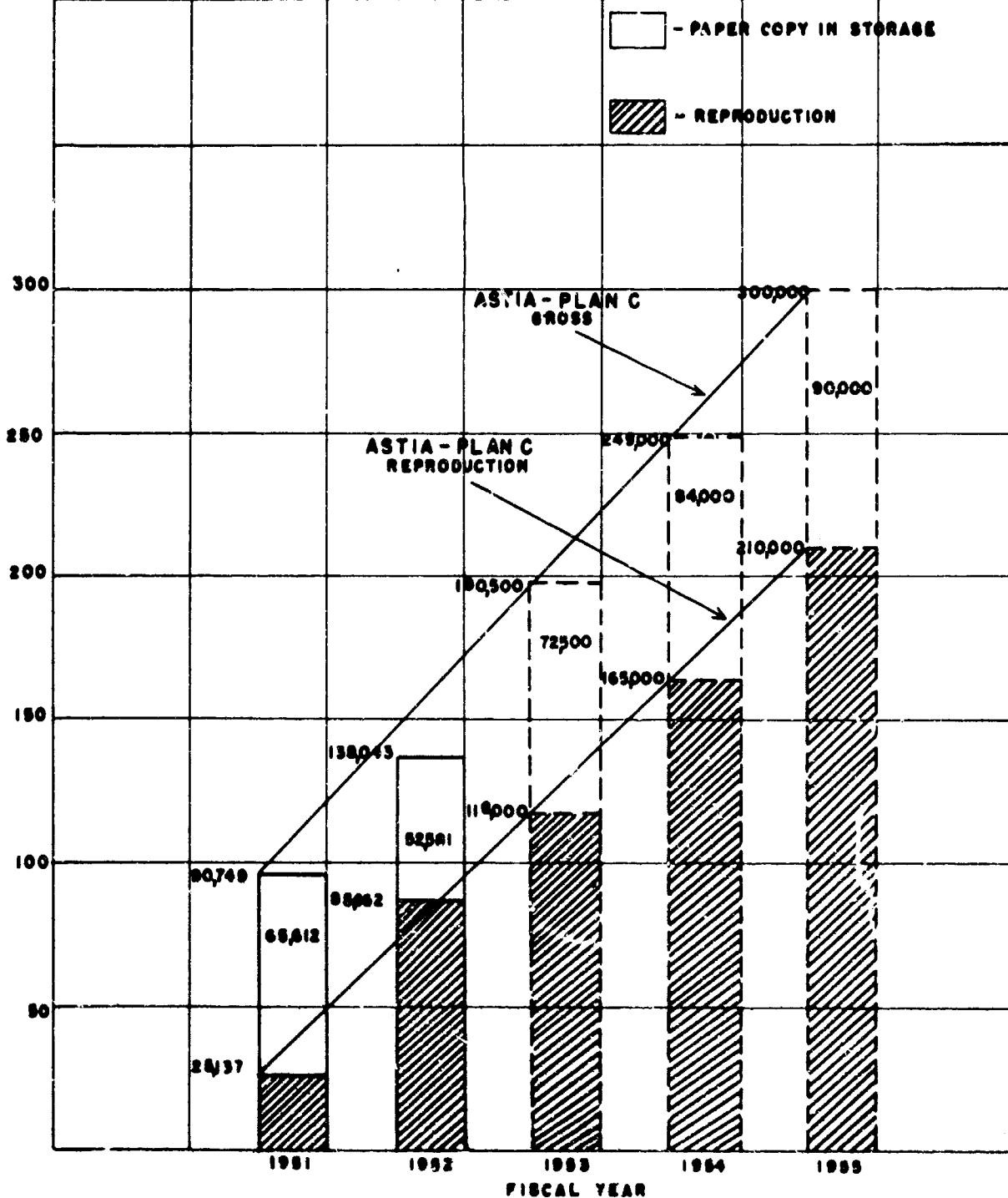


CHART VIII-A
DOCUMENT SUPPLY-DOCUMENTS

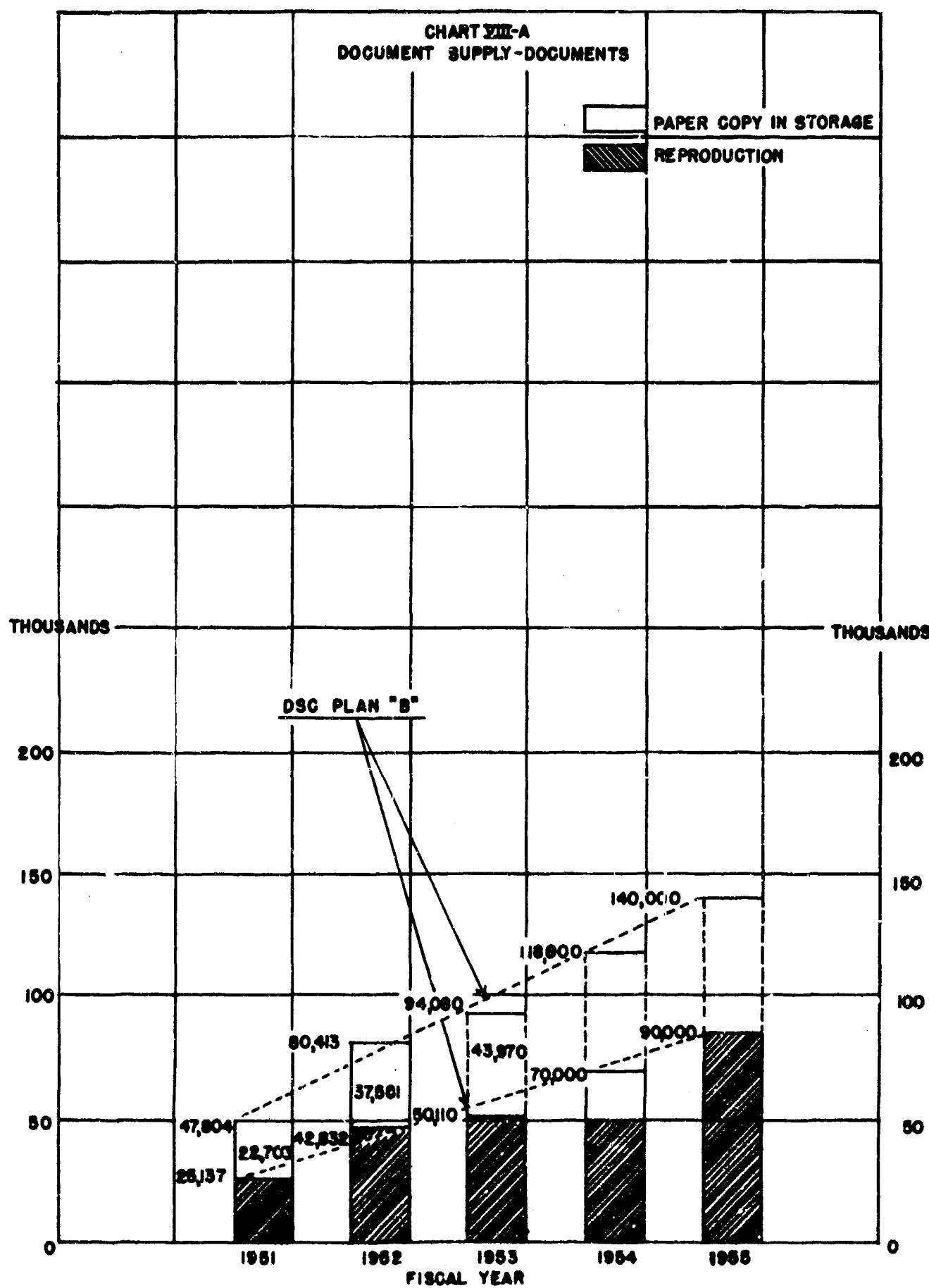


CHART IX
DEMAND BIBLIOGRAPHY

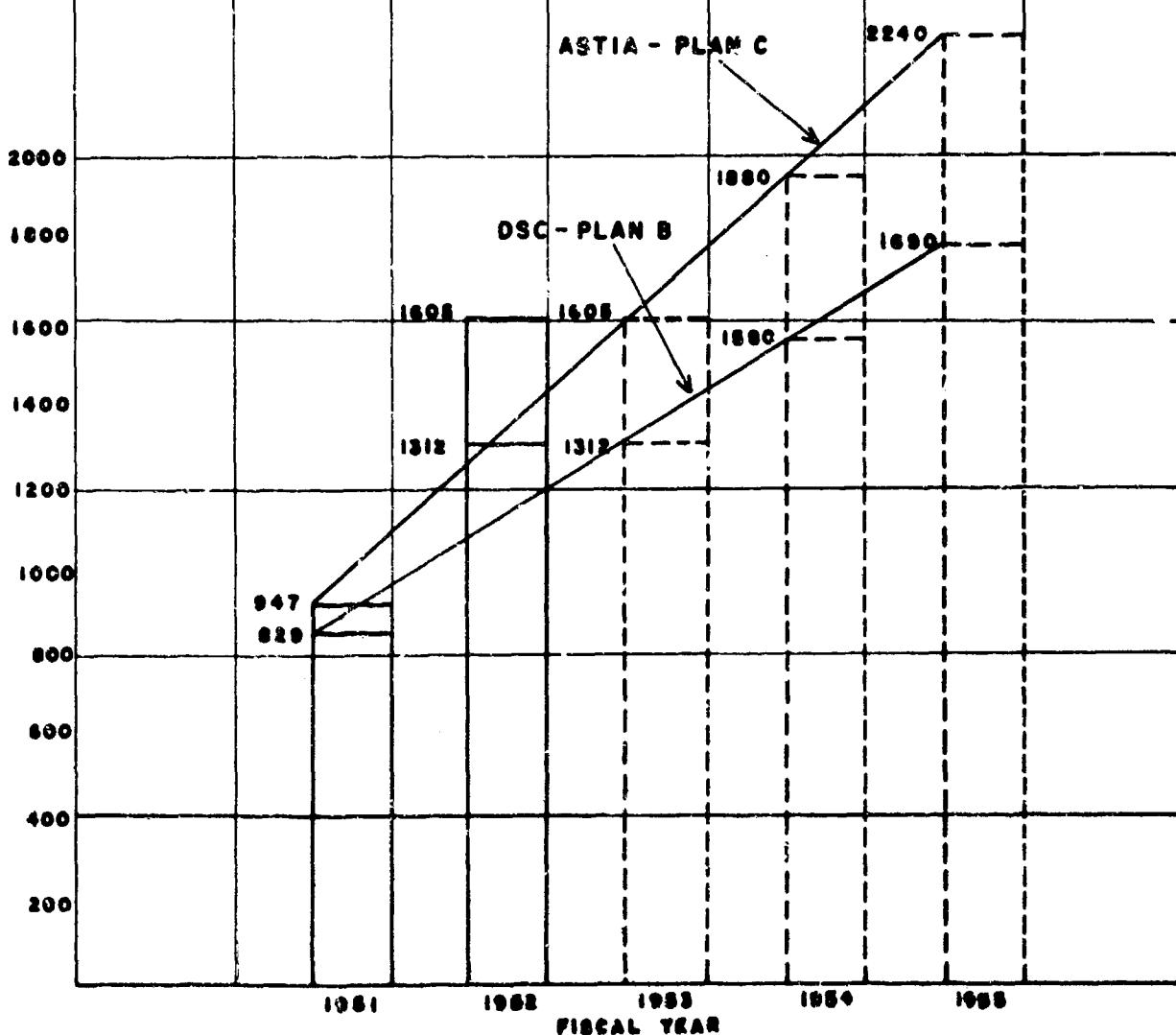
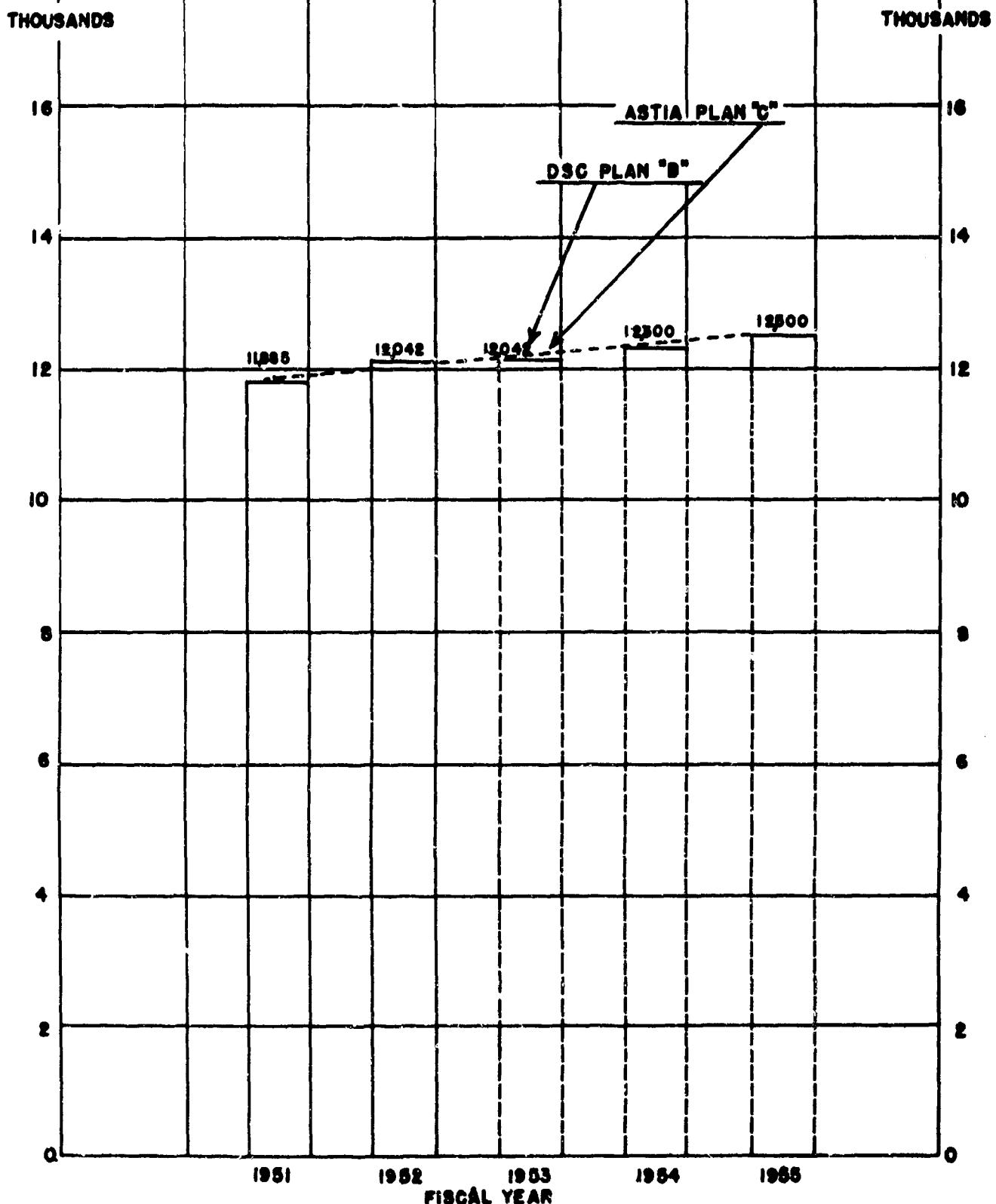


CHART 2
LOCAL LIBRARY SERVICE-
REFERENCE QUERIES



SECTION II
PERSONNEL REQUIREMENTS FOR DSC

An exhaustive study was made of manpower requirements for the Document Service Center. Details of this study are included in Section IV of this report. The method used was to define carefully each area of activity of the Center in terms of the end product. Based on 1952 statistics, the workload of each activity was determined; the productivity rates of personnel established; and the productive man-years required to accomplish this workload computed. The resultant man-years were adjusted according to the Air Force standards for leave, etc. The actual man-years required were used in computing personal services financial requirements under Plans "A", "B", and "C".

Table IV shows a comparison of personnel requirements for each activity at DSC under Plans "A", "B", and "C". It is here that the effects of procedural changes in Plan "B" over Plan "A" can readily be seen, as well as the effects of the large amount of workload absorption by DSC as a result of integration with TID. Minute changes in man-year requirements result from spreading of supervisory personnel charges from one plan to the next. In the following paragraphs, significant changes in requirements are explained.

Receiving (of documents). Increase in Plan "C" over Plan "B" is caused by DSC becoming the receiving point for documents formerly sent to TID.

Descriptive Cataloging. Reduction of Plan "B" over Plan "A" is result of decision to reduce activity in foreign language documents. Increase in Plan "C" over Plan "B" caused by receipt of new titles formerly cataloged descriptively by TID.

Distribution Classifying. Increase in Plan "C" over Plan "B" due to handling of former TID documents.

Subject Cataloging. Elimination in Plan "C" due to transfer of function to TID.

Abstracting. Transfer of function to TID.

Catalog Card Preparation. Plan "B" is less than Plan "A" because of anticipated lower required number of cards with advent of Title Announcement Bulletin (TAB). Reduction in Plan "C" over Plan "B" because TID is to prepare reproducible copy for the catalog cards.

Catalog Card Distribution. Plan "B" less than Plan "A" due to TAB. Plan "C" greater than Plan "B" because of DSC's responsibility for service to former TID customers.

British Accession List. Eliminated in Plans "B" and "C". Information to be included in TAB.

Translation List. Eliminated in Plans "B" and "C".

Request Processing. Reduction in Plan "B" over Plan "A" due to streamlining of procedures. Increase in Plan "C" over Plan "B" due to transfer of entire TID load to DSC.

Document Storage. Under Plan "B", the library loan function to be transferred to this group. Personnel shift is reflected here over Plan "A". Increase in Plan "C" over Plan "B" is result of transfer of TID documents and all new receipts by DSC under integration.

Document Reproduction. Plan "B" less than Plan "A" due to decision to request return of facsimile copies. Estimated reduction in requirements based on 20% success in returns. May be modified with experience. Increase in Plan "C" over "B" based on absorption of TID customers.

Acquisitions. Reduction in requirements of Plan "B" over Plan "A" based on decision to acquire documents not in ASTIA collection only after customer has stated that service is essential. Plan "C" reduced over Plan "B" because of transfer of function to TID except for special acquisition from Wright-Patterson Air Force Base.

Demand Bibliography. Reduction in Plan "B" over Plan "A" due to streamlining of procedures. Increase in Plan "C" over Plan "B" due to extension of service to TID customers.

Local Library Service. Decrease in Plan "B" over Plan "A" due to shift of loan personnel to Document Storage group. Increase in Plan "C" over Plan "B" due to extension of visitor reference service to TID customers.

Technical Data Digest. Eliminated in Plans "B" and "C".

Microfilming. Increase in Plan "C" over Plan "B" due to receipt of documents formerly sent to TID.

TAB. An important new documents availability announcement service.

Microcards. Another important new DSC service borrowed from TID practice because of increasing customer demand. This service is expected to decrease requirements for facsimile copies of reports although effects cannot be predicted at this time.

TABLE IV
COMPARATIVE STATEMENT OF PERSONNEL REQUIREMENTS
PLANS "A," "B," & "C"
BASED ON FY 1952

	Plan "A"	Plan "B"	Difference "B" over "A"	Plan "C"	Difference "C" over "B"
Direct Man Years					
Receiving	5.38	5.36	+ .03	6.03	+ .67
Duplicate Check		4.98	+ 4.98	5.73	+ .75
Doc. Storage Maintenance		9.25	+ 9.25	11.27	+ 2.02
Descriptive Cataloging	23.32	16.75	- 6.57	19.26	+ 2.51
Distribution Classification	5.64	5.78	+ .14	7.47	+ 1.89
Subject Cataloging	5.15	5.06	- .09		- 5.06
Abstracting	3.05	3.57	+ .52		- 3.57
Microfilming	22.98*	22.39		27.50	+ 4.51
Catalog Card Preparation	26.53	24.65	- 1.88	18.84	- 5.81
Catalog Card Distribution	8.07	4.05	- 2.02	5.73	+ 1.68
British Accession List	.61		- .61		
Reclassification Bulletin Preparation	.17	.15	- .02	.17	+ .02
Reclassification Bulletin Distribution	.63	.63		.38	- .25
Translation List	1.64		- 1.64		
TAB Preparation		12.73	+12.73	16.94	+ 4.21
TAB Distribution		4.22	+ 4.22	4.59	+ .37
Microcards		10.63	+10.63	13.26	+ 2.58
Request Processing	33.91	24.64	- 9.27	38.50	+13.86
Doc. Storage Supply	9.59	8.75	- .84	10.04	+ 1.29
Doc. Reproduction	12.93*	11.97	- .96	19.57	+ 7.60
Doc. Acquisition	4.56	2.97	- 1.59	2.26	- .71
Demand Bibliography	16.77	11.19	+ .42	12.91	+ 1.72
Local Library	13.53	6.00	- 7.53	7.19	+ 1.19
Technical Data Digest	5.00		- 5.00		
Total Direct Man Years	191.42	196.37		227.64	
Indirect Man Years					
Administrative Personnel	5.87	4.65	- 1.32	4.75	+ .10
Total Man Years	228.39	227.02	+ 3.63	238.32	+31.37

* In Exhibit "A," Plan "A" Microfilming 22.98 man years was charged against Document Reproduction for a total of 35.92 man years. It is broken down on this table to permit comparison of requirements.

SECTION III
FINANCIAL REQUIREMENTS

In this Section, financial requirements for operation of the Document Service Center are presented in the form of a detailed cost analysis based on 1952 workload. For each of Plans "A," "B," and "C" there is a principal exhibit (Exhibit "A") showing financial and personnel requirements for each end item as contributed by the main organizational divisions of DSC. Added to this are other costs such as supplies and maintenance. Direct costs are derived first, to which are added administrative and overhead costs. Unit costs are based on direct costs for purposes of application to workload trends.

Supporting Exhibit "A" are a number of schedules showing details of personnel requirements and spread of allowable costs to the various end items.

The following are pertinent explanatory notes in connection with Exhibit "A" and supporting schedules:

- a. Basic man-days were determined by workload for each operating section and were converted to man-years on the basis of 216 work days (days on the job) per man-year. (See Section IV.)
- b. Dollar requirements (Schedule I) are based on the third salary step of each grade for all employees.
- c. Administrative costs include salaries of all personnel other than those directly chargeable to specific end items. They also include all travel and the cost of 15 guards.
- d. Basic man-year requirements are rounded out to full positions required with corresponding dollar requirements, added to the total.
- e. Overtime costs are estimated at one percent of total salaries.
- f. Supply requirements for all these plans are worked out in detail in Schedule III in Plan "C." Supplies for Plan "A" are computed at 68% of Plan "C," and for Plan "B," 63% of Plan "C."
- g. Machine maintenance and rental are service contract obligations.

**Document Service Center
Summary of Costs and Man Years, Plan "A"
In Whole Dollars and Man Years**

Exhibit A

	<u>Total</u>	<u>Receiving</u>	<u>Descript. Cataloging</u>	<u>Subject Analysis</u>			<u>Catalog Cards</u>	<u>Card Service Cards</u>					
				<u>Cataloging</u>	<u>Distribution Classific.</u>	<u>Abstracting</u>							
Direct Operating Costs:													
Personal Services													
Document Processing	158,857	18,650	87,956	25,714	26,537								
Man Years	39.44	5.33	23.52	5.64	5.15								
Request Services	184,125												
Man Years	47.01												
Library	78,900												
Man Years	23.00												
Editorial & Copy Preparation	89,025				13,500	46,025	1,683						
Man Years	24.17				3.05	15.04	.51						
Reproduction	175,533						46,883	.19					
Man Years	48.96						12.59	.22					
Shipping	29,551							17,823					
Man Years	8.81							.54					
Total Personal Services	716,291	18,650	87,956	25,714	26,537	13,500	92,906	20,525					
Total Direct Man Years	191.42	5.33	23.52	5.64	5.15	3.05	26.53	6.07					
Overtime, Lump Sum Leave, FICA	16,753	438	2,057	601	622	316	2,161	494					
Operating Supplies	137,734	300	1,119	415	428	217	17,706	452					
Maintenance & Machine Rental	4,748	132	579	140	128	76	659	151					
Printing	22,000												
Total Direct Costs	897,526	19,520	92,011	26,870	27,715	14,109	113,432	21,422					
Administrative & Overhead Costs:													
Personal Services													
Man Years	138,096	5,590	16,958	4,958	5,110	2,596	17,911	3,922					
Man Years	31.96	.83	3.92	1.15	1.20	.60	4.15	.91					
Overtime, Lump Sum Leave, FICA	3,190	83	392	115	1.8	.00	416	90					
Travel & Guard Service	53,100	1,386	6,515	1,907	1,970	1,004	6,218	1,502					
Total Administrative & Overhead Costs	194,386	5,059	23,865	6,980	7,198	2,660	25,245	5,514					
Total Costs	1,091,912	24,579	115,876	33,350	34,313	17,769	138,677	26,936					
Total Man Years	223.38	6.16	27.24	6.79	6.35	3.65	30.68	6.98					
Positions Required													
Additional Dollar Requirements	237	7	29	8	7	4	92	7					
	63,145	3,350	7,486	6,032	3,572	1,702	5,963	75					
Total Dollar Requirements	1,155,055	27,929	123,562	39,882	38,485	19,471	104,640	27,011					
Unit Costs, Indirect Costs Only:													
Units Produced	221,480	50,925	94,195	34,195	14,468	8,508,240	4,178,629						
	Documents	Titles	Titles	Titles	Titles	Cards	Cards						
Unit Costs	.055	1.807	.786	.610	.975	.005							
							4,658,720	ATI at .01					
							2,369,520	UTI at .01					
							1,500,000	FB at .02					

Catalog Cards	Card Distribu.	British Acc. List	Reclass. Bulletin	Transla. List	Request Process.	Document Supply Service			Demand Bib.	Local Lib. Service	Tech. Data Digest
						Storage	Reproduction	Acquisition			
46,029	1,683	1,464	202	5,306	108,49 25.7 26,593 7.94	29,303 8.35		15,470 4.56	31,003 8.13 4,863 1.43	47,133 13.53	
13,94	.51	.41	.06	1.20							20,907 5.00
46,883	819		412	1,464			121,290 34.51		4,665 1.16		
12,59	.22		.11	.57					156 .05		
17,823		551	2,136	232		4,163 1.24	4,710 1.11				
			.10	.63							
92,906	20,325	2,046	2,750	7,002	135,212	36,466	126,000	15,470	40,687	47,133	20,907
26,53	6.07	.61	.80	1.64	33.91	9.59	35.92	4.56	10.77	13.53	5.00
2,161	.494	48	.87	141	3,166	797	2,938	385	933	1,079	4.90
17,706	452	34	63	113	3,910	785	109,389	250	656	760	337
659	151	15	27	34	840	243	888	121	263	328	124
											22,000
113,452	21,122	2,143	2,927	7,290	113,158	35,291	239,715	16,226	42,539	49,300	43,858
17,911	3,022	400	525	1,353	26,073	6,449	24,305	2,983	7,844	9,087	4,032
4,15	.1	.09	.12	.31	6.03	1.49	5.62	.69	1.82	2.10	.93
416	90	9	16	27	603	152	560	73	178	205	93
6,918	1,502	154	276	146	10,036	2,527	9,310	1,221	2,957	3,420	1,551
25,245	5,514	563	817	1,826	36,712	9,128	34,475	4,277	10,979	12,712	5,676
155,677	26,936	2,706	3,744	9,116	179,879	44,419	273,890	20,503	53,518	62,012	49,534
30,68	6.98	.70	.92	1.95	59.94	11.08	41.54	5.25	12.59	15.63	5.93
52	7	1	1	2	42	12	43	5	13	17	6
5,963	75	1,150	325	254	9,263	3,687	9,624	2,424	1,739	5,432	585
144,640	27,011	3,356	4,069	9,350	189,133	48,106	283,54	23,427	55,257	67,444	50,119
8,508,240	4,178,629	2,600	12,000	500	24,148	37,581	42,832	9,313	1,312	-	59,425*
Cards	Books	Copies	Copies	Copies	Requests	Documents	Documents	Documents	Bibliographies		Copies
.002		.324	.244	14.580	5.856	.939	5.597	1,742	52.423		.738
8,240	4,638,720	.1 at .010									
	2,369,520	.17 at .014									
	1,500,000	.13 at .023									

*Excludes 2 indexes totaling 9,200 copies.

Personal Services Requirements by Operating Functions

Schedule I

Plan "A"

<u>Function</u>	<u>M.Y.</u>	<u>Direct</u>	<u>Indirect</u>		<u>Total*</u>	
		<u>Cost</u>	<u>M.Y.</u>	<u>Cost</u>		
A. Document Processing						
1. Document Receiving	4.97	16,735	.36	1,915	5.33	18,650
2. Dup. Check & Descrip. Cat.	17.67	61,998	1.20	6,886	18.96	68,884
4. Foreign Language Abstract	1.62	7,852	.11	590	1.73	8,442
5. Distribution Classification	10.06	48,357	.73	3,894	10.79	52,261
6. Security Check	2.45	9,663	.18	967	2.63	10,630
C. Request Services						
1. Document Request	21.16	88,490	1.99	10,324	23.15	98,814
2. Distribution Records	2.58	8,590	.24	1,245	2.82	9,835
3. Document Supply	7.64	25,617	.71	3,686	8.35	29,303
4. Demand Bibliographies	7.57	28,011	.56	2,992	8.13	31,003
5. Document Acquisition	4.17	13,454	.39	2,016	4.56	15,470
D. Library						
1. Catalog Card File Maintenance	9.20	29,989	.67	3,578	9.87	33,567
2. Archives	7.78	25,-90	.56	2,992	8.34	28,182
3. Reference Service	4.47	15,441	.32	1,710	4.79	17,151
E. Editorial & Copy Preparation						
1. Editorial	5.54	25,274	.51	2,815	6.05	28,089
2. Typing	12.29	38,961	1.10	5,968	13.39	44,929
3. Proofreading	2.07	7,002	.18	985	2.25	7,987
4. Illustration & Layout	3.83	12,165	.34	1,878	4.17	14,043
F. Reproduction						
1. Photocopy	.82	3,437	.15	688	.97	4,125
2. Platemaking	3.15	12,108	.28	1,358	3.43	13,446
3. Photoduplicating	1.36	4,136	.19	893	1.55	5,021
4. Offset Duplicating	1.78	6,688	.16	772	1.94	7,460
5. Bindery (Collating)	1.03	3,525	.09	434	1.12	3,959
6. Bindery (Cutting)	4.00	14,201	.36	1,749	4.36	15,950
7. Bindery (Drilling)	.15	531	.02	93	.17	629
8. Bindery (Banding)	.52	1,846	.04	196	.56	2,042
9. Bindery (Stitching)	.43	1,523	.03	142	.46	1,665
10. Stock Handling	1.08	3,688	.10	488	1.18	4,176
11. Control	5.04	16,846	.46	2,237	5.50	19,083
12. Microfilming	10.23	33,291	2.01	9,287	12.24	42,578
13. Film Processing	2.98	9,754	.59	2,727	3.57	12,461
14. Microfilm Archives	8.12	25,848	1.60	7,407	9.72	33,255
15. Process Airgraph	3.23	11,533	.63	3,913	3.86	15,446
16. Photo Prints	.81	2,710	.16	741	.97	3,451
G. Shipping						
1. Addressograph	4.68	14,363	.41	2,108	4.97	16,471
2. ATI Cards	2.17	6,937	.20	1,041	2.37	7,978
3. Request Documents	1.97	6,286	.18	930	2.16	7,216
5. Reclassification Bulletin	.55	1,754	.06	316	.61	2,070
6. Demand Bibliography	.05	156	-	-	.05	156
7. ASTIA Publications	.06	187	-	-	.06	187
8. Form Letters	.23	931	.04	204	.27	1,135
Total Direct Man Years & Salaries	179.39	845,048	18.00	92,170	197.39	1,037,218
Less Preparation of Manuals and Brochures	4.62	16,195	1.35	4,732	5.97	20,927
	174.77	\$628,853	16.65	\$87,435	191.42	\$716,291

*Note: Total salaries in each work function reflect the third step of each grade.
The total salaries divided by the total number of employees equals average
salary used in determining total costs for each function.

PLAN "A"SCHEDULE IIAllocable Costs Other Than Direct Personal Services

Direct Personal Services Overtime, Lump Sum Leave, FICA			\$ 10
Administrative Salaries	Man Years	Salaries	
Administrative Personnel	26	\$117,169	(4)
Administrative Support	5.97	20,927	(5)
	<u>31.97</u>	<u>\$138,096</u>	
Administrative Overtime, Lump Sum Leave, FICA		3,190	(6)(7)(8)
Total Administrative Personnel Costs			111
Guard Service			43
Temporary Duty Travel			9
Machine Maintenance & Rental			4
Total Except Supplies			215
Supplies			157
Total Allocable Costs			\$352

- (1) Overtime represents 1% of Direct Personal Services Costs
- (2) Terminal Leave represents 86% of total estimated payments
- (3) Social Security Taxes represents 86% of total estimated payments
- (4) Based on third step each employee
- (5) Includes distribution of 5.97 man years for manuals and brochures
- (6) Administrative Overtime represents 1% of salaries
- (7) Terminal Leave represents 14% of total estimated payments
- (8) Social Security Taxes represents 14% of total estimated payments
- (9) Fifteen guards at average salary of \$2900
- (10) Estimated
- (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
(Based on Direct Personal Services Costs)

Activity	Direct Salaries	Percent	Direct Overtime, Terminal Leave, FICA	Administrative Salaries	Admin. Overtime, Terminal Leave, FICA
Receiving	18,650	2.60	437	3,590	87
Descriptive Cataloging	87,956	12.28	2,059	16,958	392
Subject Cataloging	25,714	3.59	601	4,958	115
Distribution Classification	26,537	3.70	622	5,110	118
Abstracting	13,500	1.88	317	2,596	60
Catalog Card Preparation	92,906	12.97	2,178	17,911	416
Catalog Card Distribution	20,325	2.84	476	3,922	90
British Accession List	2,046	.29	49	400	9
Reclassification Bulletin	2,750	.38	87	525	16
Translation List	7,002	.98	141	1,353	27
Request Processing	135,242	18.88	3,166	26,073	603
Storage	33,466	4.67	797	6,449	152
Reproduction	126,000	17.60	2,937	24,305	560
Acquisition	15,470	2.16	385	2,983	73
Demand Bibliography	40,687	5.68	933	7,844	178
Local Library	47,133	6.58	1,079	9,087	205
Technical Data Digest	20,907	2.92	489	4,032	93
	<u>\$716,291</u>	<u>100.00</u>	<u>\$16,753</u>	<u>\$138,096</u>	<u>\$3,190</u>

ces

ave, FICA

Man Years	Salaries	\$ 16,753 (1)(2)(3)
26	\$117,169 (4)	
5.97	<u>20,927</u> (5)	
<u>31.97</u>	<u>\$138,096</u>	
	3,190 (6)(7)(8)	
	141,286	
	43,500 (9)	
	9,600 (10)	
	4,743 (10)	
	<u>215,887</u>	
	157,734 (11)	
	<u>\$353,621</u>	

Services Costs

estimated payments

total estimated payments

for manuals and brochures

salaries

estimated payments

total estimated payments

e III

es, to Primary Activities

(costs)

Percent	Direct Overtime, Terminal Leave, FICA	Administrative Salaries	Admin. Overtime, Terminal Leave, FICA	Travel & Guard Service	Machine Maintenance & Rental	Administrative Man Years
2.60	437	3,590	83	1,381	132	.83
12.28	2,059	16,958	392	6,521	579	3.92
3.59	601	4,958	115	1,906	140	1.15
3.70	622	5,110	118	1,965	128	1.20
1.88	317	2,596	60	998	76	.60
12.97	2,178	17,911	416	6,887	659	4.15
2.84	476	3,922	90	1,508	151	.91
.29	49	400	9	154	15	.09
.38	87	525	16	202	27	.12
.98	111	1,353	27	520	34	.31
18.88	3,166	26,073	603	10,025	840	6.04
4.67	797	6,449	152	2,480	243	1.49
17.60	2,937	24,305	560	9,345	888	5.62
2.16	385	2,983	73	1,147	121	.69
5.68	933	7,844	178	3,016	263	1.82
6.58	1,079	9,087	205	3,494	328	2.10
2.92	489	4,032	93	1,551	124	.93
00.00	\$16,753	\$138,096	\$3,190	\$53,100	\$4,748	<u>31.97</u>

OPERATING SUPPLIES

SCHEDULE III

PLAN "C"

Description	Justification
Photo Offset Plates	(a) Documents to catalog - 170 per day x 250 days = 42,000 per year, + 6 per layout (b) 78 ATI documents per day requiring extra plates (c) TAB - 72 pages per week x 52 weeks (d) Forms to print, 55 x 6 printings (Avg 3 pages) (e) Reclassification Bulletin, 10 pages, Monthly (f) Prefab Bibliographies 11,268 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, Miscellaneous
Paper, Dennison, Gum	For Franked Stickers
Paper, Index, Bristol	For 11,580,000 cards
Paper, Offset	(a) TAB, 3744 pages x 4,000 runs (b) Misc Forms 22-1/2" x 35" sheets (c) Scientific & Technical reports (d) Misc. Reproduction
Paper, Masking	Form 1
Paper, Duplicating, Copy	Misc. reproduction
Xerox Plates	Repair parts for Multilith, special ink, cleaner sheets, cleaning solution, etc.
Miscellaneous Reproduction Supplies	1000 each of 3 sizes
Miscellaneous Addressograph parts	4 sizes
Miscellaneous flexowriter supplies	3 sizes
Corrugated cardboard boxes	2 sizes
Binding Wire	Normal workload is based on 278 requests per day, avg. 50 pages per document, or total of 13,900 pages required per day, or 18 rolls
Penalty Envelopes	Based on 278 requests per day. Daily use 4 packages
Non-penalty envelopes	Based on 278 requests per day. Daily use 3-1/3 packages
Master Mailer Cartons	Based on 278 requests per day. Daily use 3-1/4 packages
Paper, Photographic	Unit cost same as airgraph chemicals.
Chemicals, Developer, (Airgraph)	Based on 62 documents processed daily, totaling 3600 cards, or 5 rolls of paper
Chemicals, Stop	Based on 62 documents processed daily requiring 3 rolls daily
Chemicals, Fix	For reproducing 20 ozalid requests daily
Chemicals for Processing Microcard	To remove curl from photographic paper
Paper, Microcard	For enlarger, paper chopper, etc.
Microfilm	For restoration of documents; making badges, signs etc.
Ozalid paper and film	For restoration of documents; making badges, signs etc.
Solution, print straightener	For restoration of documents; making badges, signs etc.
Miscellaneous spare parts	For restoration of documents; making badges, signs etc.
Drawing Paper & Illustration Board	For restoration of documents; making badges, signs etc.
Paints, Oils	For restoration of documents; making badges, signs etc.
Drawing Instruments	For restoration of documents; making badges, signs etc.
Brushes and Pencils	For restoration of documents; making badges, signs etc.
Miscellaneous ink, pens, spray, etc.	For restoration of documents; making badges, signs etc.
Total Cost, Operating Supplies	

Note: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

	Quantity per year	Unit Cost	Total Cost		Percent of Plan C	Cost	Percent of Plan C	PLAN B Cost
par, + 6 per layout	7,000	\$.22 ea.	\$ 1,540	1	82	\$ 1263	82	\$ 1263
	3,166	.22 ea.	696	2	82	571	82	571
	3,744	.22 ea.	824	3	-	-	77	634
	990	.22 ea.	217	4	100	217	100	217
	120	.22 ea.	26	5	74	19	74	19
tions - 6 per layout	3,755	.22 ea.	826	6	100	826	100	826
ervices, Miscellaneous	5,700	.22 ea.	1,254	7	100	1254	100	1254
			250	8	100	250	100	250
	231,584	.0292 ea.	6,753	9	74	4997	74	4997
	1,872,000	.0136 ea.	25,459	10	-	-	77	19603
	400,000	.0136 ea.	5,440	11	100	5440	100	5440
	9,000	.0136 ea.	122	12	100	122	100	122
	5,000	.0136 ea.	68	13	100	68	100	68
	12,000	.0383 ea.	460	14	85	391	85	391
	450,000	2.02 per M	909	15	77	700	77	700
	20	17.00 ea.	340	16	100	340	100	340
Cleaning solution, etc.	-	-	3,290	17	100	3290	100	3290
	-	-	100	18	100	100	100	100
	-	-	371	19	100	371	100	371
	3,000	.0166 ea.	50	20	100	50	100	50
	20	1.00 ea.	20	21	100	20	100	20
	700,000	.0092 ea.	6,382	22	74	4723	74	4723
	175,000	.0119 ea.	2,075	23	74	1536	74	1536
	7,000	.0429 ea.	300	24	100	300	100	300
pages per documents, or a								
	4,500	25.00 ea.	112,500	25	52	95625	52	58500
	1,000	2.75 ea.	2,750	26	52	2750	52	1430
	833	5.20 ea.	4,330	27	52	4330	52	2252
	813	4.80 ea.	3,900	28	52	3900	52	2028
	-	-	450	29	-	-	77	347
or 5 rolls of paper ly	1,250	12.04 ea.	15,050	30	-	-	77	11589
	750	1.78 ea.	1,335	31	77	1028	77	1028
			500	32	100	500	100	500
			500	33	100	500	100	500
			700	34	100	700	100	700
			388	35	100	388	100	383
			224	36	100	224	100	224
			200	37	100	200	100	200
			276	38	100	276	100	276
			465	39	100	465	100	465

Distribution of Costs of Operating Supplies

Plan "A"

Item No.	Total	Subject Analysis						Catalog Card Service		British Acc. List	Reclass. Bulletin	Translation List	Request Process.	Document Storage	Document Repres.
		Receiving	Catalog.	Subject Catalog.	Distrib. Classif.	Abstract-ing	Card Prop.	Card Distr'.							
1.	1,263						1,263								
2.	571						571								
3.															
4.	217	6	27	8	8	4	28	6	1	1	19	2	41	10	
5.	19														
6.	826														
7.	1,254	33	154	45	46	24	826	36	4	5	12	236	59		
8.	250						162	125							60
9.	4,997						4,997								
10.															
11.	5,440	111	668	195	201	102	706	154	16	21	53	1,028	254		
12.	122	3	15	4	5	2	16	5			1	24			
13.	68	2	8	2	3	1	9	2			1	14	3		
14.	391						391								
15.	700														
16.	340	9	42	12	15	6	44	10	1	1	5	700			
17.	3,290	39	183	55	55	28	1,995	42	4	6	15	65	281	16	
18.	100							100							70
19.	371	10	46	13	14	7	48	11	1	1	4	70	17		
20.	50														25
21.	20														10
22.	4,723							4,723							
23.	1,536							1,536							
24.	300														
25.	95,625														150
26.	2,750														
27.	4,330														
28.	3,900														
29.															
30.															
31.	1,028														
32.	500														
33.	500														
34.	700	18	86	25	26	13	91	20	2	3	7	132	33		
35.	555	10	48	14	14	7	50	11	1	1	4	74	18		
36.	224	6	28	8	8	4	29	6	1	1	2	42	10		
37.	200	5	24	7	7	4	26	6	1	1	2	38	9		
38.	276	7	34	10	10	5	36	8	1	1	3	51	13		
39.	465	12	57	17	17	9	60	13	1	2	5	87	22		
	\$137,754	301	1,420	413	427	216	11,346	6,812	34	53	114	2,883	785	110	

<u>b. i.</u>	<u>Abstract- ing</u>	<u>Catalog Card Service</u>		<u>Card Prep.</u>	<u>Card Distr.</u>	<u>British Acc. List</u>	<u>Reclass. Bulletin</u>	<u>Translation List</u>	<u>Request Process.</u>	<u>Document Supply Service</u>			<u>Demand Bibliography</u>	<u>Local Library Service</u>	<u>Technical Data Digest</u>
		1,263	571							Storage	Reproduction	Acquisition			
4	28	6	1	19		2		41	10	38	5	12	14	6	
24	826														
	162	36	4	5	125			236	59	220	27	71	83	37	
	4,997								60	65					
102	706	154	16	21		53		1,028	254	957	118	309	358	159	
2	16	3				1		24	6	21	3	7	8	4	
1	9	2				1		14	3	12	1	4	4	2	
	391														
6	41	10	1	1		5		700	16	60	7	19	22	10	
28	1,993	42	4	6	100	15		65	70	262	32	85	98	44	
7	48	11	1	1		4		70	17	65	8	21	24	11	
	4,723								25	25					
	1,536								10	10					
									150	150					
										95,625					
										2,750					
										4,330					
										3,900					
											1,028				
											500				
15	91	20	2	3		7		142	33	123	15	40	46	20	
7	50	11	1	1		4		74	18	69	8	22	26	11	
4	29	6	1	1		2		42	10	39	5	13	15	7	
4	26	6	1	1		2		38	9	36	4	11	13	6	
5	36	5	1	1		3		51	13	49	6	16	18	8	
9	60	13	1	2		5		87	22	82	10	26	31	14	
216	11,246	6,812	34	63	114	2,883	785		11,916	219	656	760		399	

MAINTENANCE AND MACHINE RENTAL

Schedule IV

PLAN A

Rental of Xerox	\$ 600
Service Contract for Cameras	1,000
Contract for Electrical Services	500
Contract for Plumbing Services	2,000
Contract for Repairs to Processor and Printer	600
Contract for Sharpening Cutter Blades and Drills	<u>48</u>
	\$4,748

Document Service Center
Summary of Costs and Man Years, Plan "B"
In Whole Dollars and Man Years

Exhibit A

	Total	Receiving	Duplicate Doc.	Stock Maintain.	Descript. Catalog.	Subject Catalog	X tri. Catalog	Abstract Maint.	Microfilm
<u>Direct Operating Costs</u>									
Personal Services:									
Document Processing	232,432	18,176	18,120		60,867	24,221	27,600		52,900
Man Years	60.32	5.36	4.98		16.75	5.06	5.78		22.99
Announcement	4,409								
Man Years	1.25								
Request Services	193,662				53,400				
Man Years	5.06				9.25				
Library	35,620								
Man Years	10.42								
Editorial & Copy Preparation	36,322								14,688
Man Years	27.55								3.57
Reproduction	129,501								
Man Years	34.73								1,921
Shipping	35,164								
Man Years	10.66								
Total Direct Personal Services	727,280	18,176	18,120	52,402	80,867	24,221	27,600	15,588	52,900
Total Direct Man Years	196.37	5.36	4.98	9.25	16.75	5.06	5.78	3.57	22.99
Overtime, Lump Sum Leave, FICA	16,895	429	421	800	1,411	563	664	32	1,921
Operating Supplies	127,512	293	288	665	367	305	340	23	2,341
Maintenance & Machine Rental	4,718	130	120	224	105	122	140	86	600
Total Direct Costs	878,505	19,328	18,340	58,189	93,853	25,291	28,323	15,788	57,771
<u>Administrative & Overhead Costs</u>									
Personal Services									
Man Years	133,942	3,402	3,355	6,355	11,211	4,460	5,103	4,736	15,242
	30.65	.78	.76	1.45	2.57	1.32	1.27	.62	5.05
Overtime, Lump Sum Leave, FICA	3,117	.79	.78	1.47	261	104	119	.73	.73
Travel and Guard Services	53,100	1,350	1,322	3,512	4,144	1,768	2,023	1,373	6,300
Total Administrative & Overhead	190,259	4,831	4,755	10,382	15,516	6,322	7,266	4,732	21,682
Total Costs	1,066,664	44,159	23,562	45,103	79,569	32,623	36,288	21,702	109,484
Total Man Years	227.32	6.12	5.74	10.70	19.32	6.06	6.95	4.19	26.43
Positions Required	26	7	6	11	20	7	7	5	23
Additional Dollar Requirements	66,495	3,382	1,372	392	2,311	6,753	261	3,721	5,121
Total Dollar Requirements	1,133,159	27,541	26,735	45,995	92,370	39,616	36,289	22,721	115,621
<u>Unit Costs, Direct Costs Only:</u>									
Units Produced	221,450	161,327	161,327	50,245	30,225	26,125	26,000	14,000	24,1
Unit Cost	.007	1.7	1.22	1.451	1.451	.740	.648	1.100	2.05

<u>Catalog Cards</u>	<u>T A B</u>	<u>Micro-</u>	<u>Reclass. Bill.</u>	<u>Request</u>	<u>Document Supply</u>	<u>Demand</u>	<u>Local Library</u>			
<u>Prep.</u>	<u>Distr.</u>	<u>Prep.</u>	<u>Distr.</u>	<u>Prep.</u>	<u>Distr.</u>	<u>Storage</u>	<u>Reprod.</u>	<u>Acq.</u>	<u>Bibliography</u>	<u>Services</u>
4,409										
1.25										
79,689										
20.22										
15,306										
4,42										
11,705										
2.97										
41,001										
11.14										
20,314										
6.00										
1,752	23,735									
.51	6.28									
2,084	16,857									
.54	4.60									
9,901		13,880								
3.00		4.22								
13,737	45,001	13,880	39,502	552	2,093	94,995	51,136	42,719	11,705	41,157
4.05	12.73	4.22	10.68	.15	.63	24.64	8.75	11.97	2.97	11.19
2,068	.319	1,046	325	917	14	46	2,206	723	993	272
1,265	1,908	1,502	6,165	12,216	12	10	2,167	631	66,486	956
.596	98	307	102	258	4	15	596	212	186	662
2,978	16,052	65,856	20,770	52,893	532	2,286	99,964	32,702	110,518	12,235
13,049										
4.65										
11.19										
6.00										
5,595	2,552	8,291	2,558	7,273	107	388	17,493	5,733	7,876	2,156
6.75	.58	1.90	.59	1.66	.02	.09	40.90	1.31	1.80	.49
3.82	.59	1.93	.60	170	2	3	407	133	183	50
6,530	1,004	3,287	1,014	2,883	42	15	6,935	2,273	3,122	855
3,277	3,595	11,771	3,692	10,326	151	551	24,835	6,199	11,181	3,061
6,255	19,657	77,627	24,402	63,219	733	2,757	124,799	40,841	121,699	15,296
8.40	4.63	11.63	4.81	12.34	.17	.72	28.84	10.06	13.77	3.46
5	16	5	13	-	1	30	10	15	4	14
1,371	1,509	3,168	954	3,357	82	3.7	5,243	-	10,869	2,390
5,306	21,166	64,795	25,956	66,576	815	3,12	150,042	16,841	132,568	17,686
1,125	3,793,700	24,250	11,520	12,000	782	12,000	24,443	37,581	42,832	4,656
0.004	Cards	Titles	Copies	Titles	Titles	Copies	Requests	Documents	Documents	Titles
	.004	2.716	.177	4.408	.744	.15	4.089	.570	2.580	2.628
1,312										
12,042										
Bibliographies										
32,808										
1.765										
,300 AD										
.315										
225 AD No Abstracts										
009										
000 PB	117,520		600,000	12,000						
021)	Copies		Copies	Copies						
	.502		.088	.050						

Personal Services Requirements by Operating Functions

Schedule I

Plan "B"

<u>Function</u>	<u>Direct</u>	<u>Indirect</u>		<u>Total*</u>		
	<u>M.Y.</u>	<u>Cost</u>	<u>Supervision</u>	<u>Cost</u>	<u>M.Y.</u>	<u>Cost</u>
A. Document Processing						
1. Document Receiving	4.99	16,714	.37	1,762	5.36	19,476
2. Dup. Check & Descrip. Cat.	17.75	62,106	1.32	6,280	19.07	68,386
3. Distribution Classification	10.06	48,199	.78	3,721	10.84	51,920
4. Security Check	2.47	9,698	.19	903	2.66	10,601
B. Announcement						
1. Title Announcement Bulletin	1.16	3,917	.09	492	1.25	4,409
C. Request Services						
1. Document Request	15.59	66,742	1.68	7,838	17.27	74,580
2. Distribution Records	2.65	8,816	.30	1,406	2.95	10,222
3. Document Supply	7.83	25,461	.82	3,826	8.45	29,287
4. Demand Bibliography	7.57	27,892	.57	2,720	8.14	30,612
5. Document Acquisition	2.68	9,255	.29	1,352	2.97	10,607
D. Library						
1. Catalog Card File Maintenance	7.92	25,851	.68	3,243	8.60	29,094
2. Archives	7.68	25,069	.58	2,764	8.26	27,833
3. Reference Service	4.48	15,426	.34	1,621	4.82	17,047
E. Editorial & Copy Preparation						
1. Editorial	2.94	11,948	.26	1,431	3.20	13,379
2. Typing	17.55	55,493	1.45	9,499	19.01	64,992
3. Proofreading	2.68	9,661	.22	1,208	2.90	10,869
4. Illustration & Layout	3.46	10,976	.28	1,543	3.74	12,519
F. Reproduction						
1. Photocopy	.94	3,961	.16	817	1.10	4,776
2. Platemaking	3.62	13,929	.30	1,655	3.92	15,584
3. Photoduplicating	1.34	5,514	.17	902	1.51	6,416
4. Offset Duplicating	3.20	13,135	.26	1,431	3.46	14,566
5. Bindery (Collating)	1.48	5,054	.12	670	1.60	5,724
6. Bindery (Cutting)	5.96	22,265	.49	2,705	6.45	24,970
7. Bindery (Drilling)	.15	562	.02	111	.17	673
8. Bindery (Banding)	.64	2,191	.06	269	.69	2,460
9. Bindery (Stitching)	.83	2,928	.06	334	.89	3,162
10. Stock Handling	1.96	3,623	.09	492	1.15	4,115
11. Control	5.04	17,123	-	-	5.04	17,123
12. Microfilming	10.23	33,338	1.74	8,910	11.97	42,248
13. Film Processing	2.84	9,851	.49	2,499	3.33	12,350
14. Microfilm Archives	8.12	26,083	1.38	7,006	9.50	33,089
15. Process Airgraph	3.08	10,683	.53	2,704	3.61	13,387
16. Photo Prints	4.99	17,042	.83	4,209	5.82	21,251
G. Shipping						
1. Addressograph	4.80	14,392	.48	2,225	5.08	16,617
2. ATI Cards	1.59	6,050	.17	795	1.76	5,845
3. Request Documents	1.97	6,256	.21	981	2.18	7,237
4. Title Announcement Bulletin	1.20	3,814	.13	610	1.33	4,424
5. Reclassification Bulletin	.55	1,745	.06	283	.61	2,028
6. Demand Bibliography	.06	153	-	-	.06	166
7. ASTIA Publications	.06	187	-	-	.06	187
8. Form Letters	.22	696	.05	142	.25	838
Total Direct Man Years & Salaries	183.02	652,702	18.00	91,359	201.02	744,061
Less Preparation of Manuals and Brochures	3.85	13,888	.80	2,885	4.65	16,775
	179.17	\$638,814	17.20	\$86,474	196.37	\$727,286

*Note: Total salaries in each work function reflect the third step of each grade.
The total salaries divided by the total number of employees equals average
salary used in determining total costs for each function.

Allocable Costs Other Than Direct Personal Services

Direct Personal Services Overtime, Lump Sum Leave, FICA				\$ 16,5
Administrative Salaries	Man Years	Salaries		
Administrative Personnel	26	117,169 (4)		
Administrative Support	<u>4.65</u>	<u>16,773 (5)</u>		
	<u>30.67</u>	<u>\$133,942</u>		
Administrative Overtime, Lump Sum Leave, FICA		3,117 (6)(7)(8)		
Total Administrative Personnel Costs			137,0	
Guard Service			43,5	
Temporary Duty Travel			9,6	
Machine Maintenance & Rental			4,1	
Total Except Supplies			211,6	
Supplies			127,2	
Total Allocable Costs			<u>\$339,3</u>	

- (1) Overtime represents 1% of Direct Personal Services Costs
- (2) Terminal Leave represents 84.8% of total estimated payments
- (3) Social Security Taxes represents 84.8% of total estimated payments
- (4) Based on third step each employee
- (5) Includes distribution of 4.65 man years for manuals and brochures
- (6) Administrative Overtime represents 1% of salaries
- (7) Terminal Leave represents 15.2% of total estimated payments
- (8) Social Security Taxes represents 15.2% of total estimated payments
- (9) Fifteen guards at average salary of \$2900
- (10) Estimated
- (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
(Based on Direct Personal Services Costs)

Activity	Direct Salaries	Percent	Direct Overtime, Terminal Leave, FICA	Administrative Salaries	Admin. Overtime, Terminal Leave, FICA	Trans Gua
Receiving	18,476	2.51	429	3,402	79	
Duplicate Check	18,120	2.49	421	3,335	78	
Document Storage Maintenance	34,400	4.73	800	6,335	147	
Descriptive Cataloging	60,867	8.37	1,414	11,211	261	
Subject Cataloging	24,221	3.33	563	4,460	104	
Distribution Classification	27,699	3.81	614	5,103	119	
Abstracting	14,688	2.02	341	2,706	63	
Microfilming	82,949	11.40	1,926	15,270	355	
Catalog Card Preparation	89,049	12.24	2,068	16,395	382	
Catalog Card Distribution	13,737	1.89	319	2,532	59	
TAB Preparation	45,001	6.19	1,016	8,291	193	
TAB Distribution	13,880	1.91	323	2,558	60	
Microcards	39,502	5.43	917	7,273	170	
Reclassification Bulletin Prep.	552	.08	14	107	2	
Reclassification Bulletin Distri.	2,093	.29	49	388	9	
Request Processing	94,995	13.06	2,206	17,493	407	
Document Storage (Supply)	31,136	4.28	723	5,733	133	
Document Reproduction	42,748	5.58	993	7,876	183	
Document Acquisition	11,705	1.61	272	2,156	50	
Demand Bibliography	41,157	5.66	956	7,581	176	
Local Library Service	20,314	2.79	471	3,737	87	
	<u>\$727,290</u>	<u>100.00</u>	<u>\$16,895</u>	<u>\$133,942</u>	<u>3,117</u>	<u>\$5</u>

FICA

\$ 16,895 (1)(2)(3)

Man Years	Salaries
26	117,169 (4)
4.65	16,773 (5)
<u>30.65</u>	<u>\$133,942</u>
	3,117 (6)(7)(8)

137,059
43,500 (9)
9,600 (10)
4,748 (10)
<u>211,802</u>
127,512 (11)
<u>\$339,314</u>

ces Costs
ted payments
estimated payments

uals and brochures
es
ted payments
estimated payments

Primary Activities
(sts)

Direct Over-time, Terminal Leave, FICA	Administrative Salaries	Admin. Over-time, Terminal Leave, FICA	Travel & Guard Service	Machine Maintenance & Rental	Administrative Man Years
429	.02	79	1,359	130	.78
421	3,335	78	1,322	120	.76
800	6,335	147	2,512	224	1.45
1,414	11,211	261	4,444	405	2.57
563	4,460	104	1,768	122	1.02
644	5,103	119	2,023	140	1.17
341	2,706	63	1,073	86	.62
1,926	15,270	355	6,053	556	3.50
2,068	16,395	382	6,500	596	3.75
319	2,532	59	1,004	98	.53
1,046	8,291	193	3,287	307	1.90
323	2,558	60	1,014	102	.59
917	7,273	170	2,883	258	1.66
11	107	2	42	4	.02
49	388	9	154	15	.09
2,206	17,493	407	6,935	596	4.00
723	5,733	133	2,273	212	1.31
993	7,876	183	3,122	290	1.80
272	2,156	50	855	72	.49
956	7,581	176	3,005	270	1.73
471	3,737	87	1,481	145	.86
\$16,895	\$133,942	3,117	\$53,100	\$4,748	30.65

OPERATING SUPPLIESSCHEDULE III

PLAN "C"

Description	Justification
Photo Offset Plates	(a) Documents to catalog - 170 per day x 250 days = 42,000 per year, + 6 per layout (b) 76 API documents per day requiring extra plates (c) TAB - 72 pages per week x 52 weeks (d) Forms to print, 56 x 6 printings (Avg 3 pages) (e) Reclassification Bulletin, 10 pages, Monthly (f) Prefab Bibliographies 11,265 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, Miscellaneous
Paper, Dennison, Gum	For Franked Stickers
Paper, Index, Bristol	For 11,580,000 cards
Paper, Offset	(a) TAB, 3744 pages x 4,000 runs (b) Misc Forms 22-1/2" x 35" sheets (c) Scientific & Technical reports (d) Misc. Reproduction
Paper, Masking	Form 1
Paper, Duplicating, Copy	Misc. reproduction
Xerox Plates	Repair parts for Multilith, special ink, cleaner sheets, cleaning solution, etc.
Miscellaneous Reproduction Supplies	1000 each of 3 sizes
Miscellaneous Addressograph parts	4 sizes
Miscellaneous Flexowriter supplies	3 sizes
Corrugated cardboard boxes	2 sizes
Binding Wire	Normal workload is based on 278 requests per day, avg. 50 pages per documents, total of 13,900 pages required per day, or 18 rolls
Penalty Envelopes	Based on 278 requests per day. Daily use 4 packages
Non-penalty envelopes	Based on 278 requests per day. Daily use 3-1/3 packages
Master Mailer Cartons	Based on 278 requests per day. Daily use 3-1/4 packages
Paper, Photographic	Unit cost same as airgraph chemicals.
Chemicals, Developer, (Airgraph)	Based on 62 documents processed daily, totaling 3600 cards, or 5 rolls of paper
Chemicals, Stop	Based on 62 documents processed daily requiring 3 rolls daily
Chemicals, Fix	For reproducing 20 oralid requests daily
Chemicals for Processing Microcard	To remove curl from photographic paper
Paper, Microcard	For enlarger, paper chopper, etc.
Microfilm	For restoration of documents; making badges, signs etc.
Oosalid paper and film	For restoration of documents; making badges, signs etc.
Solution, print straightener	For restoration of documents; making badges, signs etc.
Miscellaneous spare parts	For restoration of documents; making badges, signs etc.
Drawing Paper & Illustration Board	For restoration of documents; making badges, signs etc.
Paints, Oils	For restoration of documents; making badges, signs etc.
Drawing Instruments	For restoration of documents; making badges, signs etc.
Brushes and Pencils	For restoration of documents; making badges, signs etc.
Miscellaneous ink, pens, spray, etc.	For restoration of documents; making badges, signs etc.
Total Cost, Operating Supplies	

Note: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

Distribution of Costs of Operating Supplies

Plan "P"

Item No.	Total	Receiving	Duplicate Check	Document Storage	Maint.	Descrip. Cataloging	Subject Cataloging	Distribution Classification	Abstracting	Micro-filming	Catalog Card Prep. Distri.	T A B Prep. Distri.	Micro-cards	Recd. Prep.
1.	1,263										1,263			
2.	571										571			
3.	634													
4.	217	6	5	10		18	7	8	4	25	26	4	13	634
5.	19													19
6.	826													
7.	1,254	32	51	59		105	12	16	25	143	153	24	76	24
8.	350										125		68	1
9.	4,997										4,997			
10.	19,603											19,603		
11.	5,440	138	135	257	6	455	181	207	110	620	666	103	337	104
12.	122	3	1	6		10	4	5	2	14	15	2	8	2
13.	68	2	2	3		6	2	3	1	8	8	1	4	4
14.	351									391				
15.	700													
16.	340	9	8	16		28	11	13	7	40	43	6	21	18
17.	3,290	58	37	70		125	50	57	30	170	1,982	28	92	100
18.	100													
19.	371	9	9	18		51	12	14	7	43	46	7	23	7
20.	50													
21.	20													
22.	4,723											1,181		3,542
23.	1,536											384		1,152
24.	300													
25.	58,500													
26.	1,450													
27.	2,292													
28.	2,028													
29.	347													
30.	11,589													11,589
31.	1,028											1,028		
32.	500													
33.	500													
34.	700	18	17	33		59	25	27	14	50	86	13	13	38
35.	368	10	10	18		32	13	15	8	44	47	1	24	21
36.	224	6	6	11		19	7	9	5	26	25	5	14	12
37.	200	5	5	9		17	7	8	5	23	25	4	12	11
38.	276	7	7	13		23	9	11	6	34	34	5	17	5
39.	465	12	12	22		29	15	18	9	53	57	29	9	15
	127,512	285	287	565		967	383	403	232	2,343	11,264	1,907	20,318	5,846
													12,216	27

tribution ification	Abstract- ing	Micro- filming	Catalog Card Prep. Distri.	T A B Prep. Distri.	Micro- cards	Declass. Prep.	Bulletin Distri.	Request Process.	Document Storage	Supply Reproduction	Service Acquisitions	Demand Bibliography	Local Library Service	
			1,263 571											
8	1.	25	26	4	13	694 4	12	19	1	29	9	13	3	
12	25	143	153	24 125	78	24	68	1	4	163	58	74 65	20	
207	110 2	620	666	103 15 2	377 8 1	104 2 1	295 7 4	4	16	711 17 9	233 5 3	320 7 4	308 7 4	
5	1	14 8	15 8	2 1	4	1	4					22 1 1	152 3 2	
3		391												
13	7	50	43	6	22	6	18	1	1	700 45 1	15 64	28 24	29 34	
57	30	170	1,982	28	92	28	32	1	4	195	64	28	52	
14	7	43	46	7	23	7	20		1	49	16 25 10	22 25 10	21	
			1,181 364		2,542 1,552					150		250 58,900 1,4430 2,252 2,028 347		
						11,589								
			1,026											
27	14	80	86	13	43	13	38	1	2	91	30	98 98	42	
15	8	44	47	7	24	7	21		1	52	17	41 41	22	
9	5	26	26	4	11	4	12		1	28	10	13 13	13	
8	4	23	25	4	12	4	11		1	26	9	11 3	11	
11	6	31	34	5	17	5	15		1	36	12	16 4	16	
18	9	53	57	9	29	9	25	1	1	61	20	27 7	26 13	
44	252	2,314	11,204	1,507	26,318	3,845	12,216	27	34	2,212	742	66,156	184 654	222

MAINTENANCE AND MACHINE RENTAL

Schedule IV

PLAN R

Rental of Xerox	\$ 600
Service Contract for Cameras	1,000
Contract for Electrical Services	500
Contract for Plumbing Services	2,000
Contract for Repairs to Processor and Printer	600
Contract for Sharpening Cutter Blades and Drills	<u>48</u>
	34,741

Document Service Center
Summary of Costs and Man Years, Plan "C"
In Whole Dollars and Man Years

Exhibit A

	<u>Total</u>	<u>Receiving</u>	<u>Duplicate Check</u>	<u>Doc. Stor. Maintain.</u>	<u>Desc Catalog.</u>	<u>Distrib. Classif.</u>	<u>Micro- filming</u>	<u>Pr</u>
<u>Direct Operating Costs:</u>								
<u>Personal Services</u>								
Document Processing	250,994	21,180	21,265		71,433	37,512	99,104	
Man Years	65.99	6.03	5.73		19.26	7.47	27.0	
Announcement	6,585							
Man Years	1.65							
Request Services	250,193			43,865				
Man Years	64.21			11.27				
Library	60,516							
Man Years	15.93							
Editorial & Copy Preparation	71,038							2
Man Years	20.44							
Reproduction	176,787							4
Man Years	45.96							1
Shipping	45,691							
Man Years	13.46							
Total Direct Personal Services	561,907	21,180	21,265	43,865	71,433	37,512	99,604	6
Total Direct Man Years	227.64	6.03	5.73	11.27	19.26	7.47	27.50	1
Overtime, Lump Sum Leave, FICA	18,550	456	458	944	1,535	807	2,144	1
Operating Supplies	201,340	339	340	702	1,143	600	2,264	1
Maintenance & Machine Rental	4,748	126	120	235	102	156	574	
Total Direct Costs	1,086,545	22,101	22,183	45,740	74,216	39,075	104,586	8
<u>Administrative & Overhead Costs</u>								
<u>Personal Services</u>								
Man Years	134,602	3,311	3,325	6,850	11,159	5,855	15,560	1
30.75	.76	.76	1.57	2.55	1.34	3.55		
Overtime, Lump Sum Leave, FICA	2,874	71	71	146	238	125	332	
Travel and Guard Service	53,100	1,306	1,312	2,703	4,102	2,310	5,138	
Total Administrative & Overhead	190,576	4,688	4,708	9,699	15,799	8,290	22,030	1
Total Cost	1,277,121	26,789	26,891	55,445	90,315	47,365	126,616	9
Total Man Years	258.39	6.79	6.49	12.84	21.61	8.81	31.05	2
<u>Positions Required</u>								
Additional Dollar Requirements	273	7	7	13	23	9	32	
Total Dollar Requirements	54,154	738	1,893	623	4,414	954	3,441	
	1,331,275	27,527	26,784	56,068	94,729	48,319	130,057	10

Unit Costs, Direct Costs Only:

Units Produced	261,092	185,826	185,826	59,552	42,077	42,077	11,000
Documents	Documents	Documents	Titles	Titles	Titles	Titles	Cards
Unit Costs	.085	.119	.246	1.251	.929	2.486	
					(4,559)		
						5,520	
						1,500	

Personal Services Requirements by Operating Functions

Schedule I

Plan '75

Function	Direct		Indirect Supervision		Total	
	E.Y.	Cost	E.Y.	Cost	E.Y.	Cost
A. Document Processing						
1. Document Receipting	5.64	15,100	.39	2,071	6.03	17,171
2. Rep. Check & Descript. Cat.	20.57	72,334	1.39	7,342	22.06	79,676
3. Distribution Classification	6.39	34,966	.46	2,546	7.47	37,512
4. Security Check	2.74	12,277	.19	1,025	3.93	13,300
B. Announcement						
1. Title Announcement Bulletin	1.54	6,383	.11	406	1.65	6,589
C. Document Services						
1. Document Requests	25.26	104,684	2.04	10,668	28.32	115,352
2. Distribution Record	4.38	13,295	.32	1,072	4.60	14,367
3. Document Supply	10.37	35,585	.81	4,248	10.88	37,837
4. Demand Bibliography	9.08	35,902	.62	3,290	9.70	39,192
5. Document Acquisition	2.10	8,246	.16	837	2.26	9,083
D. Library						
1. Catalog Card File Maintenance	8.38	37,973	.72	3,828	10.10	41,801
2. Document Archives	8.13	28,845	.52	2,751	8.65	30,596
3. Reference Services	5.48	20,875	.35	1,542	5.83	22,724
E. Editorial & Copy Preparation						
1. Editorial	.15	513	.02	111	.18	524
2. Typing	11.61	43,221	.87	5,307	14.38	48,538
3. Proofreading	1.43	5,551	.15	984	2.73	5,635
4. Illustration & Layout	4.13	15,212	.29	1,608	4.42	17,820
F. Reproduction						
1. Photo Copy	1.10	4,231	.14	724	1.24	4,955
2. Xerotyping	4.28	15,383	.22	1,745	4.50	17,132
3. Photo Duplicating	2.58	8,463	.20	1,980	2.78	10,523
4. Offset Duplicating	3.51	16,367	.27	1,477	4.15	17,844
5. Bindery (Collecting)	2.08	7,021	.14	762	2.22	7,333
6. Bindery (Cutting)	8.40	30,565	.62	3,432	9.02	33,997
7. Bindery (Drilling)	.25	650	.17	111	.27	961
8. Bindery (Feeding)	.73	2,484	.06	332	.79	2,817
9. Bindery (Stitching)	1.35	4,528	.06	482	1.45	5,119
10. Stock Handling	1.06	3,415	.07	581	1.12	3,791
11. Control	6.52	19,456	.39	2,128	6.91	21,587
12. Microfilming	12.08	42,630	1.62	8,242	13.70	52,172
13. Film Processing	3.51	11,824	.47	2,406	3.98	14,230
14. Microfilm Archives	12.80	55,102	1.41	7,319	12.01	42,521
15. Freeze Aigraph	6.02	17,485	.30	4,085	6.32	21,573
16. Photo Prints	6.27	26,732	.22	4,200	7.09	32,932
G. Shipping						
1. Addressograph	4.72	14,207	.36	1,651	5.08	16,858
2. ATI Cards	2.59	9,285	.20	937	2.79	10,232
3. Requested Documents	5.74	12,502	.29	1,362	6.03	13,664
4. Title Announcement Bulletin	1.62	5,261	.13	510	1.75	5,851
5. Reclassification Bulletin	.18	585	.01	44	.19	626
6. Demand Bibliography	.06	191	-	-	.06	191
7. ASTIA Publications	.08	256	-	-	.08	256
8. Form Letters	.22	712	.02	82	.24	800
Total Direct Man Hours & Salaries	216.39	783,144	18.00	94,198	232.39	879,342
Less Preparation of Manuals and Brochures	3.97	16,871	.78	2,362	4.75	17,433
	212.42	770,573	17.22	91,834	227.64	861,807

Note: Total salaries in each work function reflect the third step of each grade.

The total salaries divided by the total number of employees equals average salary used in determining total costs for each function.

Allocable Costs Other Than Direct Personal Services

Direct Personal Services, Overtime, Lump Sum Leave, FICA	\$ 15,571
Administrative Salaries	
Administrative Personal	26 Man Years
Administrative Support	4.75 30.75
Administrative Overtime, Lump Sum Leave, FICA	Salaries 117,169 (4) 17,533 (5) <u>\$ 134,602</u>
Total Administrative Personal Costs	2,874 (6)(7)(8)
Guard Service	137,474
Temporary Duty Travel	43,500
Machine Maintenance and Rental	9,663
Total Except Supplies	6,781
Supplies	213,871
Total Allocable Costs	201,351
	<u>\$145,214</u>

- (1) Overtime represents 1% of Direct Personal Services Costs
 (2) Terminal Leave represents 36.6% of total estimated payments
 (3) Social Security Taxes represents 6.6% of total estimated payments
 (4) Based on third step each employee
 (5) Includes distribution of 4.75 man years for manuals and brochures
 (6) Administrative Overtime represents 1% of salaries
 (7) Terminal Leave represents 13.4% of total estimated payments
 (8) Social Security Taxes represents 13.4% of total estimated payments
 (9) Fifteen guards at average salary of \$2000
 (10) Estimated
 (11) Distribution of Supplies shown on Schedule III

Distribution of Allocable Costs, Except Supplies, to Primary Activities
(Based on Direct Personal Services Costs)

Activity	Direct Salaries	Percent	Direct Overtime, Lump Sum Leave, FICA	Administrative Salaries	Admin. Overtime, Lump Sum Leave, FICA
Receiving	21,180	2.46	56	5,311	21
Duplicate Check	21,265	2.47	458	3,325	22
Document Storage Maintenance	43,855	5.00	924	6,850	136
Descriptive Cataloging	71,433	8.29	1,538	11,159	238
Distribution Classification	57,512	6.55	807	5,553	125
Microfilming	39,004	11.56	2,144	25,560	332
Catalog Card Preparation	69,790	8.10	1,503	10,303	233
Catalog Card Distribution	25,399	2.38	441	3,204	68
TAB Preparation	60,090	6.97	1,293	9,382	200
TAB Distribution	15,110	1.75	325	2,356	50
Microcards	55,622	6.45	1,136	3,652	85
Declassification Bulletin Prep.	508	.57	13	94	2
Declassification Bulletin Distr.	1,248	.14	26	188	4
Request Processing	149,222	17.31	3,212	25,300	493
Document Storage (Supply)	38,273	4.42	824	5,976	128
Document Reproduction	70,510	8.16	1,514	10,984	255
Document Acquisition	5,730	1.01	187	1,559	39
Demand Bibliography	51,508	5.98	1,109	3,049	72
Local Library Service	26,038	3.02	560	4,365	87
	<u>\$601,907</u>	<u>100.00</u>	<u>\$18,550</u>	<u>\$134,602</u>	<u>\$2,874</u>

costs

rate, FICA

Man Years Salaries \$ 18,590 (1)(2)(3)

26 117,169 (4)

.4075 17,433 (5)

30.75 \$ 134,602

2,874 (6)(7)(8)

137,476

43,500 (9)

9,600 (10)

4,716 (10)

213,674

201,340 (11)

\$15,214

Services Costs

estimated payments

total estimated payments

for manuals and brochures

salaries

estimated payments

total estimated payments

III

to Primary Activities

(Costs)

<u>Direct Over-</u> <u>time, Terminal</u> <u>Leave, FICA</u>	<u>Administrative</u> <u>Salaries</u>	<u>Admin. Over-</u> <u>time, Terminal</u> <u>Leave, FICA</u>	<u>Travel &</u> <u>Guard Service</u>	<u>Machine</u> <u>Maintenance</u> <u>& Rental</u>	<u>Administrative</u> <u>Man Years</u>
456	5,311	71	1,306	126	.76
458	3,325	1	1,312	120	.76
944	6,850	16	2,703	235	1.57
1,528	11,179	232	4,402	402	2.55
507	3,855	126	2,310	156	1.34
2,144	15,560	322	6,138	574	3.55
1,503	10,303	233	4,301	393	2.49
441	3,204	58	1,264	120	.73
1,293	9,382	150	3,702	353	2.14
525	2,336	58	929	96	.54
1,156	5,682	138	3,425	276	1.98
13	96	2	37	3	.02
26	188	4	74	8	.04
3,212	23,300	49	9,192	803	5.32
524	5,076	128	2,358	209	1.37
1,514	10,984	235	4,333	408	2.51
182	1,399	85	536	47	.31
1,109	8,949	132	3,175	269	1.84
520	4,055	87	1,604	150	.93
<u>\$15,590</u>	<u>\$134,602</u>	<u>\$2,571</u>	<u>\$53,106</u>	<u>\$4,772</u>	<u>30.75</u>

OPERATING SUPPLIES

SECTION III

PLAT '68

Description	Justification
Photo Offset Plates	(a) Documents to catalog: 170 per day x 250 days = 42,000 per year, + 6 per layout (b) 76 A3I documents per day requiring extra plates (c) TAB - 72 pages per week x 52 weeks (d) Forms to print, 56 x 6 printings (Avg 3 pages) (e) Declassification Bulletin, 16 pages, Monthly (f) Profab Bibliographies 11,283 subject headings x 2 reproductions - 6 per layout (g) Listing scientific & technical reports; ASTIA Products & Services, disseminate
Paper, Drawing, Gum	
Paper, Index, Bristol	
Paper, Offset	
Paper, Masking	
Paper, Drafting, Copy	
Mount Plates	
Miscellaneous Paper & Pen Supplies	
Miscellaneous Addressograph parts	
Miscellaneous fluorimeter supplies	
Corrugated cardboard boxes	
Binding Wire	
Family Envelopes	
Non-family envelopes	
Master Mailer Cartons	
Paper, Photographic	
Chemicals, Developer, (Airgraph)	
Chemicals, Stop	
Chemicals, Fix	
Chemicals for Processing Microcard	
Paper, Microcard	
Microfilm	
Coolit paper and film	
Solution, print straightener	
Miscellaneous spare parts	
Drawing Paper & Illustration Board	
Paints, Oils	
Drawing Instruments	
Brushes and Pencils	
Miscellaneous ink, pens, spray, etc.	
Total Cost, Operating Supplies	

Note: Distribution of costs other than those directly chargeable are distributed on basis of known usage.

Distribution of Costs of Operating Supplies

ב' ח

MAINTENANCE AND MACHINE RENTAL

Schedule IV

PLAN C

Rental of Xerox	\$ 600
Service Contract for Cameras	1,000
Contract for Electrical Services	500
Contract for Plumbing Services	2,000
Contract for Repairs to Processor and Printer	600
Contract for Sharpening Cutter Blades and Drills	<u>48</u>
	\$4,748

SECTION IV WORKLOAD SURVEY

Planning for future operations of the Document Service Center has been developed from a workload survey which completely disregarded the existing organization and reduced each functional area to its component parts. The requirements for each component necessary to accomplish a service were based both on experience and statistics gathered from existing records for previous years and on current workload data. Within each component a work standard was established. These standards are based on individual productivity rates and wherever possible were related to commercial and/or industrial standards for the same work. In order to obtain the productive man days necessary to accomplish the work in a given area, the established standard was divided into the workload for a complete fiscal year. This figure is the productive man days for a given job. To obtain the gross man days, the productive man days were multiplied by the standard factor of 1.20308. This gross man days figure was divided by 230 to obtain the gross man years required in each functional area. The sum of the gross man years for all functional areas gives the number of direct man years necessary to fulfill the DSC part of the ASTIA mission.

Further elaborations representing operating plans based on this workload survey have been incorporated in the several exhibits. The difference between the workload survey and these exhibits lies principally in that the workload survey disregards organization and establishes basic productive man years while the various plans based on these production statistics include the cost of both direct and indirect supervision, supplies, and other operating essentials.

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
A. Document Processing			221,480 reports/year
1. Document Receiving Chart I	The processing program represents a series of steps in treating an acquired document so that it can be intelligibly and accurately announced and so that its contents will be exploited to the fullest possible advantage to the Dept. of Defense Research and Development program. Accuracy is essential as improper cataloging would result in the material not being found when required.		
Initial Screening	Record all incoming reports for statistical purposes. Eliminate non-pertinent materials. (37 doc./day). Sort material by originating agency for processing. (This desk also stamps extra copies of reports found to be duplicates by Duplicate Screening. See Operation A.2).	450 items/man day	986 -37 949 reports & dupes.
Disposition and Routing	Record routing of received items: to Processing Line; to destruction; to sender; to other interested Offices. Handle destruction of classified matter when required.	700 items/man day	849 domestic & foreign
Supervisory			
2. Duplicate Screening & Descriptive Cataloging	Identify documents previously cataloged and descriptively catalog new titles.	19 titles descriptively cataloged/man day	204 new titles/day
Cataloging Review	Check accuracy of entries made by catalogers, above.	80 titles/man day	204 new titles/day
Supervisory	Administrative and Supervision		
3. Duplicate Screening & Descriptive Cataloging (Foreign)	Same as 2 above (for material of Foreign origin).	Same as 2 above.	
Cataloging Review	Same as 2 above (Acts as Supervisor).	Same as 2 above.	
4. Abstract (Foreign Language)	Prepare abstracts and translate titles of foreign language documents.	8 abstracts/man day	11 titles/day
Abstract Review	Review all abstracts prepared (Acts as Supervisor)	Ineterminate	11 titles/day
5. Distribution Classification	Classify documents by Subject Division and Subject Section for distribution control. Initiate and enter appropriate distribution limitations on work sheets. Annotate inadequate titles (within limits). Determine extent of further processing and announcement. (ATI, UTI and TAB). Designate those titles to be microcarded.	36 titles/man day	137 titles/day
Subject Cataloging	Assign Specific Subject headings to new title	40 titles/man day	137 titles/day
Supervisory and Review	Review all entries made by classifiers also act in supervisory capacity.	Entire output (rate indeterminate)	
6. Security Check	Check and verify security classification of doc. in accordance with current authority lists.	125 titles/man day	137 titles/day
Supervisory and Review	Review and supervise work of checkers. Take necessary steps to reconcile apparent inconsistencies in security classification by correspondence, etc., with authoritative sources. Responsible for compilation of entries for reclassification bulletin.	Entire output (rate indeterminate)	

		PLAN "B"			PLAN "C"			
GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
—	221,480 reports/year	—	—	—	221,480 reports/year DSC $\frac{79,224}{2}$ reports/year TID	—	—	—
2.18	886 -37 849 reports & dups.	472	567.8	2.18	261,092 total/year ASTIA 261,092 total reports/year ASTIA 1,044 reports/day gross - 37 reports/day valueless 1,007 reports & dups.	569	672.5	2.59
1.41	849 domestic & foreign	304	365.7	1.41	1,007 reports/day	360	433.1	1.67
1.00	—	1 man year	—	1.00	—	1 man year	—	1.00
12.40	204 new titles/day	2,680	3,624.3	12.40	242 new titles/day	3,185	3,831.8	14.74
2.95	204 new titles/day	637	766.4	2.95	242 new titles/day	767	910.7	3.50
1.00	—	1 man year	—	1.00	—	1 man year	—	1.00
—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
1.50	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
4.53	137 titles/day	970	1,171.8	4.53	168 titles/day	1,200	1,443.7	5.55
3.96	137 titles/day	856	1,029.8	3.96	—	—	—	—
1.00	—	1 man year	—	1.00	—	1 man year	—	1.00
1.27	137 titles/day	274	329.6	1.27	168 titles/day	336	404.8	1.58
1.00	—	1 man year	—	1.00	168 titles/day	1 man year	—	1.00

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
A. Document Processing 7. Cataloging Standards and Authority Records	<p>Establish and maintain uniform authority lists of Originating and Publishing agencies. Maintain security authority file.</p> <p>Develop uniform rules for descriptive cataloging, abbreviation standards, cataloging format, etc.</p> <p>Cataloging Branch (Chief)</p> <p>Responsible for adherence to above procedures.</p>	Rate to determine (Supporting Function)	_____
B. Announcement 1. Title Announcement Bulletin (TAB)	Prepare copy for Title Announcement Bulletin, arranging by Subject Divisions and security classifications. In addition to the entries required for TAB this material is used as a control file in the preparation of layouts for card reproduction.	100 entries/man day	_____
C. Request Services 1. Document Requests a. Screening of Requests	<p>Check incoming requests against Using Agency Roster to determine whether requestor is an eligible user (i.e. contractor to one of the military services, military or other government agency.) The Using Agency Roster is based upon a certification by an appropriate Dept. of Defense Agency of the "need-to-know" of each user. Determine whether items requested are of type normally included in ASTIA's holdings. Make disposition of requests to processors, bibliographers, by referral, or return to requestor in cases of ineligibility. Record disposition and assign sequence (order) numbers. Conduct necessary correspondence. Has complete authority over handling and initiation of all requests. Administers all request operations.</p>	Entire Volume (Estimated between 110-120 requests/day)	58 request/day (295 items/day) screening (103 items/day) identification (295 items/day) limitations (295 items/day) validity (295 items/day) sorting (18 items/day) check release
b. Request Processing	<p>Identify items not requested by stock (ATI) number. Determine availability of requested documents. Initiate orders for reproduction of documents in cases where an issue copy is not available in stock. Determine qualifications of requestor to receive the item requested from viewpoint of security clearance, "need-to-know", and applicability of any special distribution limitations. Prepare correspondence to requestor regarding any phase of request. Refer requests for documents not contained in DDC files for acquisition action. Obtain documents from stock or from reproduction. Prepare completed orders for packaging.</p> <p>Perform clerical and administrative operations in support of order processing.</p>	15 requests/day	_____
c. Request Authority Records (1) Using Agency Roster	Establish and maintain records of security clearances, "need-to-know" certifications, contract numbers, authorized addresses and signatures and other data pertinent to official communication between ASTIA and agencies of the Dept. of Defense and its contractors with regard to release of classified documentary material	200 roster changes/day 50 contracts rec'd/day file maintenance	_____

IVITY RATE	PLAN "A"				PLAN "B"				
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	
inrate option)	—	—	—	—	—	—	—	—	
man day	—	1 man year	—	1.00	—	1 man year	—	1.00	
ce between tests/day)	59 request/day (296 items/day) screening (103 items/day) identification (296 items/day) limitations (296 items/day) validity (296 items/day) sorting (18 items/day) check release	2 man years 209 715 605 463 901 281	— 261.4 860.2 727.9 545.0 1,084.0 338.2	2.00 .97 3.31 2.80 2.10 4.17 1.3	59 requests/day (319 items)	2 man years —	— —	— —	123 (5)
day	—	—	—	—	59 requests/day	983	1,182.6	4.55	123
day	—	—	—	—	59 requests/day	983	1,182.6	4.55	123
changes/day records/day maintenance	—	3 man years	—	3.00	—	3 man years	—	3.00	

Y8	GROSS MAN YEARS	PLAN "B"				PLAN "C"			
		VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
		—	—	—	—	—	—	—	—
1.00		—	1 man year	—	1.00	—	1 man year	—	1.00
		97 entries/day	243	292.3	1.00	127 entries/day	318	382.6	1.41
2.00	.97 3.31 2.80 3.10 4.17 1.3	59 requests/day (319 items)	2 man years	—	—	123 requests/day ASTIA (558 items)	3 man years	—	3.00
		59 requests/day	983	1,182.6	4.55	123 requests/day ASTIA	2,017	2,426.6	9.33
		59 requests/day	983	1,182.6	4.55	123 requests/day ASTIA	2,017	2,426.6	9.33
3.00		—	3 man years	—	3.00	—	3 man years	—	3.00

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
C. Request Services			
2. Distribution Records	Maintain permanent record of all distribution actions completed, including receipts for classified documents shipped.	300 pieces/man day	360 pieces/day
a. Supervisor (Chief, Distribution Records)	Administration of distribution records, perform necessary supervision.	_____	_____
3. Document Supply			
a. Filing Duplicate Copies	Organize documents by stock number. Furnish data on Secret documents to be filed for accountability records.	350 items/man day	645 doc./day
b. Pulling Requested Copies	Match requisitioned items by stock number with filed documents, pull documents, check indicated security classification of documents against requisition and note any discrepancies. Furnish data for accountability records on Secret items being shipped. Initiate requisition on Photo Reproduction Section for necessary number of copies when requested items are not in stock.	125 items/man day	123 doc./day
c. Classification Check	Where security classification as indicated on document does not agree with that entered on requisition form, correct security is determined and document classification changed with authority notation.	_____	_____
d. Accountability Record	Accurate inventory maintained on number of copies of Secret documents (by stock number) contained in document supply.	700 postings/man day	120 entries/day
e. Surplus Disposal	Continuing activity on disposal of surplus copies of older documents for conservation of supply space.	350 items/man day	523 doc./day
f. Catalog and Microcard Supply	File cards into pigeonholes by stock number. Pull microcards from pigeonholes by stock number for shipment in lieu of paper copy when user has requested the document in this form. Furnish data to accountability records on Confidential microcards pulled for shipment.	Indeterminate	Indeterminate
4. Demand Bibliographies			
a. Bibliography Research	Determine Subject Headings corresponding to scope of bibliography request. Determine limitations of bibliography content with respect to security and "need-to-know". Compile list of stock numbers corresponding to required bibliography entries. Extensive discussions with project engineer are frequently required to develop scope of project.	1.5 bibliographies/man day	0.3 D.B./day
b. Bibliography Compilation	Select catalog cards corresponding to bibliography compilation. Prepare completed bibliography for transmission with appropriate correspondence.	3 bibliographies/man day	0.7 D.B./day
c. Supervisor (Chief, Librarian)	Review work of bibliography clerks and perform necessary administrative duties.	_____	_____

ITEM	PLAN "B"					PLAN "C"			
	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
1.39	360 pieces/day	300	360.9	1.39		733 pieces/day	611	736.1	2.89
—	—	—	—	—	—	—	1 man year	—	1.00
2.13	645 doc./day	461	564.6	2.13		1,038 doc./day	741	891.6	3.43
1.13	123 doc./day	245	294.8	1.13		219 doc./day	437	525.7	2.02
1.00	—	1 man year	—	1.00		Indeterminate	1 man year	—	1.00
.21	129 entries/day	46	55.3	.21		187 entries/day	67	89.6	.81
1.73	523 doc./day	373	448.7	1.73		571 doc./day	408	490.9	1.89
1.00	Indeterminate	1 man year	—	1.00		Indeterminate	1 man year	—	1.00
4.09	5.3 D.B./day	883	1062.3	4.09		6.5 D.B./day	1083	1302.9	5.01
2.05	5.3 D.B./day	441	531.8	2.05		6.5 D.B./day	542	652.1	2.51
1.00	—	1 man year	—	1.00		—	1 man year	—	1.00

PLAN "A"

PLAN "B"

VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME
37 Acq. Act./day	620	746.9	2.87	16 Acq. Act./day (Assumed that 1/2 the request will be cancell- ed immediately when requester is informed that we don't have items)	310	373.0	1.43	12 Acq. Act./day (Assumed that 1/2 the total acquisition items are local)
	1 man year	—	1.00	—	1 man year	—	1.00	Entire Volume
	1 man year	—	—	—	1 man year	—	—	—
	1 man year	—	—	—	1 man year	—	—	—
411 cards/day	343	412.7	1.59	411 cards/day	343	412.7	1.59	504 cards/day
137 cards/day	114	137.2	.53	137 cards/day	114	137.2	.53	168 cards/day
274 cards/day	228	274.3	1.06	274 cards/day	228	274.3	1.06	336 cards/day
75 cards/day	63	75.8	.29	75 cards/day	63	75.8	.29	93 cards/day
75 cards/day	63	75.8	.29	75 cards/day	63	75.8	.29	93 cards/day
30 card/day	25	30.1	.12	30 cards/day	25	30.1	.12	40 cards/day
229 cards/day	191	229.8	.88	229 cards/day	191	229.8	.88	280 cards/day
204 cards/day	170	204.5	.79	204 cards/day	170	204.5	.79	242 cards/day
411 cards/day	274	329.6	1.27	—	—	—	—	504 cards/day
411 entries/day	208	246.6	.96	411 entries/day	208	246.6	.96	504 entries/day
	1 man year	—	1.00	—	1 man year	—	1.00	—
1,800 changes/year	11.25	13.5	.05	1,800 changes/year	11.25	13.5	.05	1,800 changes/year
204 titles/day	146	175.6	.68	204 titles/day	146	175.6	.68	242 titles/day
1,800 changes/year	45	54.1	.21	1,800 changes/year	45	54.1	.21	1,800 changes/year
204 titles/day	408	490.9	1.89	204 titles/day	408	490.9	1.89	242 titles/day
302 loans/day	755	908.3	3.49	302 loans/day	755	908.3	3.49	372 loans/day

PLAN "B"					PLAN "C"			
GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
2.87	19 Acq. Act./day (Assumed that 1/2 the requests will be canceled immediately when requestor is informed that we don't have items)	310	378.0	1.43	12 Acq. Act./day (Assumed that 1/3 the total acquisition actions are local)	210	252.6	.97
1.00	—	1 man year	—	1.00	Entire Volume	1 man year	—	1.00
—	—	1 man year 1 man year	—	—	—	1 man year 1 man year	—	1.00 1.00
—	—	—	—	—	—	—	—	—
1.59 .53 1.06 .29 .29 .12 .88 .79 1.37	411 cards/day 187 cards/day 274 cards/day 75 cards/day 75 cards/day 30 cards/day 229 cards/day 204 cards/day	343 114 228 65 63 25 191 170	412.7 187.3 274.3 75.8 75.8 30.1 229.8 204.5	1.59 .53 1.06 .29 .29 .12 .88 .79 1.37	504 cards/day 168 cards/day 336 cards/day 98 cards/day 98 cards/day 40 cards/day 280 cards/day 242 cards/day 504 cards/day	420 140 280 78 78 33 321 202 336	505.3 168.4 336.9 98.8 98.8 39.7 280.3 243.0 404.2	1.94 .65 1.30 .36 .36 .15 1.08 .98 1.55
.96 1.00	411 entries/day	205	246.6	.36	504 entries/day	282	303.2	1.17
1 man year	—	1 man year	—	1.00	—	1 man year	—	1.00
.05	1,800 changes/year	11.25	13.5	.05	1,800 changes/year	11.25	13.5	.05
.68 .31 .80	204 titles/day 1,800 changes/year 204 titles/day	146 45 408	175.3 54.1 490.9	.68 .21 .89	242 titles/day 1,800 changes/year 242 titles/day	173 45 484	208.1 54.1 682.8	.80 .21 2.24
3.49	302 loans/day	755	908.3	3.49	302 loans/day	755	908.3	3.49

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME	
D.	<p>1. Library</p> <p>2. Document Archives</p> <p>d. British Accessions</p> <p>Supervision (Chief, Librarian)</p> <p>3. Reference Services</p> <p>Supervisor (Chief, Librarian)</p>	<p>Prepare manuscript copy for Accessions List of British documents. Responsible for supervision and administration of all Archives Activities.</p> <p>Provide library reference service and assistance for military project officers and contractors' representatives visiting DSC. Check security clearance and "need-to-know" of patrons. Select cards from the catalog files for review by patrons. Obtain documents from archives for "on the spot" reference. Provide similar reference Service by Telephone and letter upon demand.</p> <p>Accomplish necessary supervision and administration of these patron services.</p>	<p>100 entries/man day (Same as TAB)</p> <p>3 man hours/patron</p> <p>16 queries/man day</p> <p>_____</p>	<p>2,810 entries/year</p> <p>548 patrons/year</p> <p>46 queries/day</p> <p>_____</p>
E.	<p>Editorial and Copy Preparation</p> <p>1. Editorial</p> <p>Supervisor (Chief, Editor)</p> <p>a. Abstracting</p> <p>(1) Documents Cataloged by CIA</p> <p>(2) Periodicals Articles</p> <p>b. TDD Editing</p> <p>c. Manual and Brochure Editing</p> <p>d. Translation Accession List</p> <p>2. Typing</p> <p>a. TAB Control Cards</p> <p>b. TAB Repro Copy</p> <p>c. TAB Order Forms</p> <p>d. Catalog Card (Form 16)</p> <p>(1) With abstracts</p> <p>(2) Without abstracts</p> <p>(3) ATI Card Invoices</p>	<p>Prepare manuscript and edit for reproduction all material that falls within the scope of the ASTIA mission.</p> <p>Responsible for supervision and administration of the editorial functions.</p> <p>Prepare copy from author abstracts and/or summary as it appears in the document. Reduce length of abstract to conform with established standards and limitations.</p> <p>Edit preprinted abstracts of articles provided by publishers of commercial periodicals for publication in TDD.</p> <p>Develop and write copy for TDD.</p> <p>Prepare copy for reproduction from manuscript.</p> <p>Edit entries for Translation Accession List.</p> <p>Type copy from manuscript for reproduction.</p> <p>Type control cards showing descriptive cataloging, identification, and information as to limitations for listing in TAB.</p> <p>Type compiled entries on master reproduction form using electric typewriter.</p> <p>Type entries to match the titles appearing in TAB on a master reproduction form using electric typewriters as above.</p> <p>Type copy supplied on work sheet on master reproducible form (Form 16) using IBM electromatic typewriter.</p> <p>Type multilith mats for ATI Card invoices.</p>	<p>25 abs./man day</p> <p>40 abs./man day</p> <p>Indeterminate</p> <p>2 pages/man hour</p> <p>30 pages/man day</p> <p>50 cards/man day</p> <p>7.5 pages/man day</p> <p>2.5 forms/man day</p> <p>20 forms/man day</p> <p>35 forms/man day</p> <p>25 invoices/man day</p>	<p>58 abs./day</p> <p>2,917 abs./year</p> <p>2 pages/day</p> <p>812 pages/year</p> <p>58 forms/day</p> <p>79 forms/day</p> <p>1,903 invoices/year</p>

Y RATE	PLAN "A"				PLAN "B"				VOL
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	
an day	2,810 entries/year	22	26.5	.10	—	—	—	—	—
		1 man year	—	1.00	—	—	—	—	—
stron	548 patrons/year	203	244.2	.94	548 patrons/year	203	244.2	.94	548 patrons
nd day	46 queries/day	718	863.8	3.32	46 queries/day	718	863.8	3.32	46 queries
	—	1 man year	—	1.00	—	—	—	—	—
	—	1 man year	—	1.00	—	—	—	—	—
ay	58 abs./day	580	697.8	2.68	58 abs./day	580	697.8	2.68	—
ay	2,917 abs./year	73	87.8	.34	—	—	—	—	—
hour	—	—	—	2.00	—	—	—	—	—
day	2 pages/day	32	38.5	.15	2 pages/day	32	38.5	.15	Estimate?
day	812 pages/year	27	32.5	.13	—	—	—	—	812 pages
day	—	—	—	—	137 cards/day	685	804.1	3.17	168 cards
on day	—	—	—	—	28 pages/day (2 days week)	388	466.8	1.80	36 pages (2 days)
on day	—	—	—	—	1,17 pages/day (2 days week)	49	59.0	.02	1.5 pages (2 days)
day	58 forms/day	725	872.2	3.35	58 forms/day	725	872.2	3.35	—
day	79 forms/day	664	678.5	2.61	79 forms/day	564	678.5	2.61	—
an day	1,903 invoices/year	76	61.4	.35	1,903 invoices/year	76	91.4	.35	2,333 inv.

		PLAN "B"				PLAN "C"			
LOSS DAYS	GROSS MAN TEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN TEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN TEARS
	.10	_____	_____	_____	_____	_____	_____	_____	_____
	1.00		1 man year	1.00	1.00		1 man year	1.00	1.00
	.94	548 patrons/year	203	244.2	.94	548 patrons/year	203	244.2	.94
	3.32	46 queries/day	718	863.8	3.32	46 queries/day	718	863.8	3.32
	1.00	_____	1 man year	_____	1.00	_____	1 man year	_____	1.00
	1.00	_____	1 man year	_____	1.00	_____	1 man year	_____	1.00
	2.68	58 abs./day	580	697.8	2.68	_____	_____	_____	_____
	.34	_____	_____	_____	_____	_____	_____	_____	_____
	2.00	_____	_____	_____	_____	_____	_____	_____	2.00
	.15	2 pages/day	32	38.5	.15	Estimate 2 pages/day	32	38.5	.15
	.13	_____	_____	_____	_____	812 pages/year	27	32.5	.13
		137 cards/day	685	824.1	3.17	168 cards/day	840	1010.6	3.89
		28 pages/day (2 days/week)	388	466.8	1.80	36 pages/day (3,744 pg./yr) (2 days/week)	499	600.3	2.31
		1,17 pages/day (2 days/week)	49	59.0	.02	1.5 pages/day (156 pg./yr) (2 days/week)	63	75.6	.29
	3.36	58 forms/day	725	872.2	3.36	_____	_____	_____	_____
	2.61	79 forms/day	564	678.5	2.61	_____	_____	_____	_____
	.36	1,903 invoices/year	76	91.4	.36	2,333 invoices/year	93	111.0	.43

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
E. Editorial and Copy Preparation			
2. Typing	Type copy supplied on master card on reproduction form using IBM electromagnetic typewriter.	50 forms/man day	15,000 cards/year
e. Prefab. Bibliography Cards			
f. Microcard	Type descriptive cataloging and distribution limitations on multi-track mats.	35 mats/man day	
g. TDD Copy	Type manuscript pages.	12 manuscript pages/man day	136 manuscript pg./m
h. Reclassification Bulletin	Type repro copy from manuscript.	8 pages/man day	5 pages/month
i. British Accession List	Same as Reclassification Bulletin.	8 pages/man day	8 pages/week
j. Manual and Brochure Typing	Same as above.	8 pages/man day	2 pages/week
k. Translation Accession List	Same as above.	8 pages/man day	812 pages/year
3. Proofreading	Proofread all typed copy prior to approval.	40 pages/man day	8,569 pages/year
Supervisor (Chief, Editor)	Responsible for accuracy of typing and copy transmitted for reproduction. Responsible for necessary supervision and administration.		
4. Illustration and Layout			
a. TAB Make-up	Insert headings in typed repro copy	30 pages/man day	
b. Catalog Card Layout	Drymount the layout six forms face up. This requires extra layout for the reverse side.	20 layouts/man day 20 layouts/man day	16.3 layouts/day 13.2 layouts/day
(1) With Abstracts			
(2) Without Abstracts			
c. Layout Record	Maintenance of record by layout number for control and recovery for reprint.	Indeterminate	
d. Prefab Bibliography Card Layout	Drymount the layout six forms face up.	60 layouts/man day	2,500 layouts/year
e. TDD Layout & Illustration	Prepares format, layout and make-up.	10 pages/man day illust, 30 pages/man day layout 30 pages/man day make-up.	60 pages preparation,
f. Manuals and Brochures	Prepares format, layout and make-up.	10 pages/man day illust, 30 pages/man day layout 20 pages/man day make-up.	1,000 pages/year
g. Translation Accession List	Same as above except no illustration required.	Same as above.	812 pages/year
F. Reproduction			
	Maintain and operate specialized facilities to accomplish the reproduction of documents by microfilm and other photocopy processes.		
1. Photocopy	Accomplish photographic negative of all master repro required for offset printing.		
a. Title Announcement Bulletin	Photocopy master repro prior to preparing plate for printing.	80 layouts/man day	
(1) TAB Order Forms	Same as above.		

DATE	PLAN "A"				PLAN "B"				VOL
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	
	15,000 cards/year	800	962.5	3.70	15,000 cards/year	800	962.5	3.70	15,000 ca
	—	—	—	—	48 mats/day	343	—	—	62 m
Jan day	136 manuscript pg./mo.	158	190.1	.73	—	—	—	—	—
	6 pages/month	8	9.6	.04	5 pages/month	8	9.6	.04	5 pa
	8 pages/week	52	62.6	.24	—	—	—	—	—
	2 pages/week	63	75.8	.29	2 pages/week	63	75.8	.29	2 pa
	812 pages/year	101	121.5	.47	—	—	—	—	—
	8,569 pages/year	214	257.5	.99	13,771 pages/year	344	413.9	1.59	12,413 pa
	—	1 man year	—	1.00	—	1 man year	—	1.00	—
	—	—	—	—	3,034 pages/year	101	121.5	.47	3,900 p
	19.3 layouts/day	243	292.3	1.12	19.3 layouts/day	243	292.3	1.12	25-1/3 l
	18.2 layouts/day	185	198.5	.76	18.2 layouts/day	185	198.5	.76	15-1/3 l
	—	—	—	—	—	—	—	—	—
Just. out take-up.	2,500 layouts/year	42	50.5	.19	2,500 layouts/year	42	50.5	.19	2,500 l
	60 pages preparation/mo.	72	86.6	.33	—	—	—	—	—
	—	24	28.9	.11	—	—	—	—	—
	—	24	28.9	.11	—	—	—	—	—
Just. out take-up.	1,000 pages/year	101	121.5	.47	1,000 pages/year	101	121.5	.47	1,000 p
	—	34	40.9	.16	—	34	40.9	.16	—
	—	34	40.9	.16	—	34	40.9	.16	—
	812 pages/year	28	33.7	.13	—	—	—	—	—
	—	28	33.7	.13	—	—	—	—	—
	—	—	—	—	—	—	—	—	—
	—	—	—	—	2,912 layouts/year	37	44.5	.17	3,744 la
	—	—	—	—	122 layouts/year	1.6	1.8	.01	156 la

GROSS MAN YEARS	PLAN "B"				PLAN "C"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
3.70	15,000 cards/year	800	962.5	3.70	15,000 cards/year	800	962.5	3.70
—	48 mats/day	343	—	—	62 mats/day	443	533.0	2.05
.73 .04 .24 .29 .47	5 pages/month	8	9.6	.04	6 pages/month	8	9.6	.04
—	2 pages/week	63	75.8	.29	2 pages/week	63	75.8	.29
.99	13,771 pages/year	344	413.9	1.59	12,413 pages/year	310	373.0	1.43
1.00	—	1 man year	—	1.00	—	1 man year	—	1.00
—	3,034 pages/year	101	121.5	.47	3,900 pages/year	130	156.4	.60
1.12 .76	18.3 layouts/day 13.2 layouts/day	243 185	292.3 198.5	1.12 .76	25-1/3 layouts/day 15-1/3 layouts/day	317 192	381.4 231.0	1.47 .89
.19	2,500 layouts/year	42	50.5	.19	2,500 layouts/year	42	50.5	.19
.33 .11 .11	—	—	—	—	—	—	—	—
.47 .16 .16	1,000 pages/year	101 34 34	121.5 40.9 40.9	.47 .16 .16	1,000 pages/year	101 34 34	121.5 40.9 40.9	.47 .16 .16
.13 .13	—	—	—	—	—	—	—	—
—	2,912 layouts/year	37	44.5	.17	3,744 layouts/year	47	56.5	.22
—	122 layouts/year	1.5	1.8	.01	156 layouts/year	2	2.4	.01

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
F. Reproduction			
1. Photocopy			
b. Catalog Cards	Photocopy 6 card master layout forms with reduction to provide 3 in. x 5 in. catalog cards after cutting.	80 layouts/man day	
(1) With Abstracts (2) Without Abstracts	An extra layout is required for each 8 up card set. Single side photocopy.	"	4,832 layouts/year 3,291 layouts/year
c. Prefab Bibliography Cards	Photocopy 6 card master layout forms. Same as for catalog cards.	"	2,500 layouts/year
d. Reclassification Bulletin	Photocopy repro master.	"	75 layouts/year
e. Manuals, Brochures, Etc.	Photocopy repro master in either same size or reduced according to indicated size.	"	1,000 layouts/year
f. Translation Accession List	Photocopy repro master with 1/3 reduction to 8-1/2 in. x 11 in. for printed copy.	"	812 layouts/year
2. Plate Making	Transfer impression from photographic negative to plate. In process negative is opaqued and masked, and image is burned onto plate for offset reproduction.	20 plates/man day	
a. Title Announcement Bulletin	Prepare plates as above.	"	
(1) TAB Order Forms	Prepare plates as above.	"	
b. Catalog Cards	Prepare plates for both front and back side of layout. Prepare plates for front side only.	"	4,832 plates/year 3,291 plates/year
(1) With Abstracts (2) Without Abstracts			
c. Prefab Bibliography Cards	Prepare plates.	"	2,500 plates/year
d. Reclassification Bulletin	Prepare plates.	"	75 plates/year
e. Manuals, Brochures, Etc.	Prepare plates.	"	1,000 plates/year
f. Translation Accession List	Prepare plates.	"	812 plates/year
3. Photoduplicating	This process of reproduction is used for economy, 1 time reproduction, and special oversize page forms. It is used in making reproduction of floor plans, photocopy negatives, vandykes, and other odd forms of master repro copy.		
a. Photostat	This process is used for reproduction where only one copy is required or where material exceeds normal page size or material is in some form of master repro copy which cannot be microfilmed with clarity.	750 sheets/man day	110,005 sheets/year
b. Oxalid	This form of reproduction is used when there is on file a master oxaparchment or photographic negative of the document requested and the limited number of copies required does not warrant offset reproduction.	1500 sheets/man day	174,640 sheets/year

DATE	PLAN "A"				PLAN "B"				VOLUME
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	
day	—	—	—	—	—	—	—	—	—
	4,832 layouts/year	61	73.4	.28	4,832 layouts/year	61	73.4	.28	6,332 layo
	3,291 layouts/year	41	49.3	.19	3,291 layouts/year	41	49.3	.19	3,834 lays
	2,500 layouts/year	32	38.5	.15	2,500 layouts/year	32	38.5	.15	2,500 laye
	75 layouts/year	1	1.2	.01	75 layouts/year	1	1.2	.01	75 layo
	1,000 layouts/year	12.5	15.0	.05	1,000 layouts/year	12.5	15.0	.05	1,000 laye
	812 layouts/year	10	12.0	.05	—	—	—	—	—
ay	—	—	—	—	—	—	—	—	—
	—	—	—	—	2,912 plates/year	146	176.6	.68	3,744 pla
	—	—	—	—	122 plates/year	6	7.2	.03	156 pla
	4,832 plates/year	242	291.1	1.12	4,832 plates/year	242	291.1	1.12	6,332 pla
	3,291 plates/year	165	198.5	.76	3,291 plates/year	165	198.5	.76	3,834 pla
	2,500 plates/year	125	150.4	.58	2,500 plates/year	125	150.4	.58	2,500 pla
	75 plates/year	4	4.8	.02	75 plates/year	4	4.8	.02	75 pla
	1,000 plates/year	50	60.2	.23	1,000 plates/year	50	60.2	.23	1,000 pla
	812 plates/year	41	49.3	.19	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—
day	110,000 sheets/year	147	176.9	.68	110,000 sheets/year	147	176.9	.68	175,000 she
day	178,640 sheets/year	119	143.2	.55	178,640 sheets/year	119	143.2	.55	260,000 sh

GROSS MAN YEARS	PLAN "B"				PLAN "C"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
.28	4,832 layouts/year	61	73.4	.28	6,332 layouts/year	79	95.0	.37
.19	3,291 layouts/year	41	49.3	.19	3,834 layouts/year	48	57.7	.23
.15	2,500 layouts/year	31	38.5	.15	2,500 layouts/year	32	38.5	.15
.01	75 layouts/year	1	1.2	.01	75 layouts/year	1	1.2	.01
.05	1,000 layouts/year	12.5	15.0	.05	1,000 layouts/year	12.5	15.0	.05
.05	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
—	2,912 plates/year	146	175.6	.68	3,744 plates/year	187	225.0	.87
—	122 plates/year	6	7.2	.03	156 plates/year	8	9.6	.04
1.12	4,832 plates/year	242	291.1	1.12	6,332 plates/year	317	381.4	1.47
.76	3,291 plates/year	165	198.5	.76	3,834 plates/year	192	231.0	.89
.58	2,500 plates/year	125	150.4	.58	2,500 plates/year	125	150.4	.58
.02	75 plates/year	4	4.8	.02	75 plates/year	4	4.8	.02
.23	1,000 plates/year	50	60.2	.23	1,000 plates/year	50	60.2	.23
.19	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—
.68	110,005 sheets/year	147	176.9	.68	175,000 sheets/year	233	280.3	1.08
.55	178,640 sheets/year	119	143.2	.55	280,000 sheets/year	187	225.0	.81

FUNCTIONAL AREA	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
F.			
4.	Reproduction		
	Offset Duplicating		
		This medium of reproduction is used as the most economical method for reproducing documents, cards, forms, etc., in quantities of 50 or more.	
a.	Title Announcement Bulletin		
	(1) TAB Order Form	The plates are inked and run on offset paper, both sides. Same as above.	48 setups/man day 48 setups/man day
b.	Catalog Cards		
	(1) With Abstracts	Plates are inked and run on Bristol card stock that has been cut to 10 in. x 9 in. so that 6 cards will appear on each sheet. The sheets are reversed and rerun with the backup plate so that both sides of the card sets are imprinted.	18 setups/man day 2416 press runs/year 320 copies/year run 6 cards each
	(2) Without Abstracts	Plates are inked and run on Bristol card stock 6 up, one side only.	48 setups/man day 3291 press runs/year 120 copies/run 8 cards each 1903 press runs/year
	(3) A.T Card Invoices	Plates are inked and run on offset paper, one side.	
c.	Prefab Bibliography Cards		
		Plates are inked and run on Bristol card stock 6 up, one side only.	48 setups/man day 2500 press runs/year 100 copies/run 6 cards each 75 press runs/year
d.	Reclassification Bulletin		
e.	Manuals, Brochures, etc.		
f.	Translation Accession List		
g.	Microcards		
		Print cataloging information on back of microcard. Machine must be hand-fed.	48 setups/man day 812 press runs/year
5.	Bindery (Collating)		
	Title Announcement Bulletin	Collate Title Announcement Bulletin 1,700 sets.	15,000/man day
	(1) TAB Order Form	Collate TAB Order Form 1,700 manually.	1,700/man day
b.	Catalog Cards		
	(1) With Abstracts	Collate 20 sets.	2,400/man day
	(2) Without Abstracts	Collate 20 sets.	2,400/man day
c.	Prefab Bibliography	Collate 100 sets.	2,400/man day
d.	Reclassification Bulletin	Collate 1,000 sets.	15,000/man day
e.	Manuals and Brochures, etc.		15,000/man day
6.	Bindery (Cutting)		
a.	Catalog Cards		
	(1) With Abstracts		240 cuts/man day
	(2) Without Abstracts		240 cuts/man day
b.	Prefab Bibliography		
c.	Manuals, Brochures, etc.		
d.	Raw Stock		
	(1) Index Bristol	500,000 (25-1/2 x 30-1/2)	240 cuts/man day 240 cuts/man day
e.	Microcards		120 cuts/man day
f.		Cut and Stack microcards (Double Cut)	1,440 cards/man day
g.			
	(1) Autograph (80.82%)	Average 30 pages/doc. (cut pages)	100 doc./man day
	(2) Oramat (11.87%)	Average 30 pages/doc. (cut pages)	100 doc./man day
	(3) Photostat (7.31%)	Average 30 pages/doc. (cut pages)	100 doc./man day
			131 doc./day 20 doc./d 13 doc./da,
			<u>397,800</u> <u>300</u> <u>x 8/ear</u>

VITR RATE	PLAN "A"				PLAN "B"				Est.
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	
s/man day	—	—	—	—	2912 press runs/year	61	73.4	.28	
s/man day	—	—	—	—	122 press runs/year	2.5	3.0	.01	
s/man day	2416 press runs/year 320 copies/run 6 cards each	151	181.7	.70	2416 press runs/year (Tab affects quantity or 'y) 176 copies/run 6 cards each	151	181.7	.70	
s/man day	3291 press runs/year 120 copies/run 6 cards each 1903 press runs/year	63	83.0	.32	3291 press runs/year 176 copies/run 6 cards each 1903 press runs/year	89	83.0	.32	
s/man day	40	48.1	.19		40	48.1	.19		
s/man day	2500 press runs/year 100 copies/run 6 cards each	52	62.6	.24	2500 press runs/year 100 copies/run 6 cards each	52	62.6	.24	
s/man day	75 press runs/year	1.6	1.9	.01	75 press runs/year	1.6	1.9	.01	
s/man day	1000 press runs/year	20.8	25.0	.10	1000 press runs/year	20.8	25.0	.10	
s/man day	812 press runs/year	17	20.5	.08	—	—	—	—	
s/man day	—	—	—	—	48 press runs/day	250	300.8	.16	
day	—	—	—	—	1,000 x 28/week	97	118.7	.46	
day	—	—	—	—	—	—	—	—	
day	2,416 x 20/year	24.1	.09	50	2,416 x 20/year	20	24.1	.09	
day	3,291 x 20/year	33.0	.13	21.4	3,291 x 20/year	27.4	33.0	.13	
day	2,500 x 100/year	125.1	.48	104	2,500 x 100/year	104	105.1	.48	
day	75 x 1,000/year	6.0	.02	5	75 x 1,000/year	5	6.0	.02	
day	500 x 1,500/year	60.2	.23	50	500 x 1,500/year	50	60.2	.23	
man day	2,416 x 8/year	97.4	.37	81	2,416 x 8/year	81	97.4	.37	
man day	3,291 x 8/year	132.3	.51	110	3,291 x 8/year	110	132.3	.51	
man day	2,500 x 8/year	101.1	.39	94	2,500 x 8/year	84	101.1	.39	
man day	50 x 20/year	5.1	.02	4.2	50 x 20/year	4.2	5.1	.02	
man day	397,800 300 x 8/year	106.9	.41	88	397,800 x 8/year 300	98	105.9	.41	
/man day	—	—	—	—	2,400/day	417	501.7	.93	
man day	130 doc./day	418.7	1.61	348	130 doc./day	348	418.7	1.61	
man day	50 doc./day	61.4	.24	51	50 doc./day	51	61.4	.24	
man day	13 doc./day	37.3	.14	31	13 doc./day	31	37.3	.14	

PLAN "B"					PLAN "C"			
GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN YEARS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
	2912 press runs/year	61	73.4	.28	3744 press runs/year	78	33.8	.36
	122 press runs/year	2.5	3.0	.01	156 press runs/year	3.5	4.2	.02
.70	2416 press runs/year (TAB Affects quantity only) 175 copies/run 6 cards each	151	181.7	.70	3168 press runs/year Est. 250 copies/run 6 cards each	199	239.4	.32
.32	3291 press runs/year 175 copies/run 6 cards each	69	83.0	.32	3834 press runs/year Est. 250 copies/run 6 cards each	80	96.2	.37
.19	1903 press runs/year	40	48.1	.19	3133 press runs/year 100 copies/run 6 cards each	49	59.0	.23
.24	2500 press runs/year 100 copies/run 6 cards each	52	62.6	.24	2500 press runs/year 100 copies/run 6 cards each	52	62.6	.24
.61	75 press runs/year	1.6	1.9	.01	75 press runs/year	1.6	1.9	.01
.10	1000 press runs/year	20.8	25.0	.10	1000 press runs/year	20.8	25.0	.10
.08								
	48 press runs/day	250	300.8	1.16	62 press runs/day	323	388.6	1.49
	1,000 x 28/week	97	118.7	.45	1,700 x 36/week	212/year	250.0	.98
20	2,416 x 20/year	20	24.1	.09	3,166 x 20/year	26/year	31.3	.12
27.4	3,291 x 20/year	27.4	33.0	.13	3,834 x 20/year	32/year	38.5	.16
104	2,500 x 100/year	104	125.1	.43	2,500 x 100/year	104	125.1	.48
5	75 x 1,000/year	5	6.0	.02	75 x 1,700/year	8.5	10.2	.04
50	500 x 1,500/year	50	60.2	.23	500 x 1,500/year	50	60.2	.23
81	2,416 x 8/year	91	97.4	.37	3,166 x 8/year	106	127.5	.49
110	3,291 x 8/year	110	132.3	.51	3,834 x 8/year	128	154.0	.59
84	2,500 x 8/year	84	101.1	.30	2,500 x 8/year	84	101.1	.39
4.2	50 x 20/year	4.2	5.1	.02	50 x 20/year	4.2	5.1	.02
88	<u>391,800</u> x 8/year 300	88	105.9	.41	<u>500,000</u> x 8/year 300	111	133.5	.51
	2,400/day	417	50..7	1.93	3,100/day	538	647.3	2.49
348	138 doc./day	348	418.7	1.41	220 doc./day 51 doc./day	550 - 128	815.7	3.14
51	20 doc./day	51	61.4	.24	32 doc./day	80	98.3	.37
31	13 doc./day	31	37.3	.14	20 doc./day	50	60.2	.23

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
F. Reproduction			
7. Bindery (Drilling)	16 sets (42,000) Estimate 10% of these are drilled.	400,000/man day 20/man hour	548,000/year 17/day
a. Catalog Cards			
b. Requested Documents			
8. Bindery (Banding)	All cards are banded in sets of approx. 120. Microcards are banded in sets of 50 each.	480 pkg./man day 480 pkg./man day	49,250 pkg./year
a. Banding Cards			
b. Banding Microcards			
9. Bindery (Stitching)			
a. Requested Documents	Joggle and staple	600/man day	155 doc./day
b. ASTIA Documents			
(1) Manuals, Brochures, Etc.			
(2) Title Announcement Bulletin		1,000/man day	19,500 doc./year
TAB Order Form		1,400/man day	
(3) Reclassification Bulletin		1,400/man day	15,000 doc./year
10. Stock Handling	Unload paper and index Bristol from trucks, move into stock (in basement), rearrange stock (all sensitized materials and chemicals have to be used in order of receipt), shifting of material from one operation to another.	Indeterminate	Indeterminate
11. Control			
a. Repro Control	Initiate work orders. Maintain statistics and records on reproduction.	75 work orders/man day 75 work orders/man day	66 work orders/day 66 work orders/day
b. Maintenance of Repro Files	Recertification, restoration, withdrawals and return of repros (including records)	2 doc./man day (reclass) 0.25 doc./man day (restor) 100/man day (withdrawals & return)	300 repro/year 50 doc./year 33 doc./year
12. Microfilming			
a. Control	Logging in and out and follow-up on reproduction of documents for TID.	180 doc./man day	34,250 doc./year
b. Prepare	Prepare for microfilm and reassemble	150 doc./man day	34,250 doc./year
c. Microfilm Document	Microfilm documents average 35 pages/doc. (includes 5 target shots)	35 doc./man day	34,250 doc./year
d. Splicing	Document & Film screening (splicing in corrections)	90 doc./man day	34,250 doc./year
Supervisor			
Camera Maintenance	Maintain all photo equipment	Indeterminate	Indeterminate
13. Film Processing	Develops microfilm Pronfreading developed film (Listing errors against document) Develop copy camera film	10 reels/man day 10 reels/man day (5 reels/man day, if on 16mm) 80 negatives/man day	2,039 reels/year 2,039 reels/year 12,510 negs/year

N

PRODUCTIVITY RATE	PLAN "A"				PLAN "B"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
400,000/man day 20/man hour	548,000/year 17/day	1.4 27	1.7 32.5	.01 .13	548,000/year 17/day	1.4 27	1.7 32.5	.01 .13
+80 pkg./man day 480 pkg./man day	49,250 pkg./year —	103 —	123.9 —	.48 —	49,250 pkg./year 12,000 pkg./year	103 25	123.9 30.1	.48 —
600/man day	155 doc./day	65	78.2	.38	155 doc./day	65	78.2	.38
1,000/man day 1,400/man day	10,500 doc./year —	11 —	13.2 —	.05 —	10,500 doc./year 119,600 doc./year	11 85	13.2 102.3	.05 —
1,400/man day	15,000 doc./year	11	13.2	.05	15,000 doc./year	11	13.2	.05
Indeterminate	Indeterminate	1 man year	—	1.00	Indeterminate	1 man year	—	1.00
75 work orders/man day 75 work orders/man day	66 work orders/day 66 work orders/day	220 220	264.7 264.7	1.02 1.02	66 work orders/day 66 work orders/day	220 220	264.7 264.7	1.02 1.02
2 doc./man day (reclass) 0.28 doc./man day (retest) 100/man day (withdrawals & return)	300 repro/year 50 doc./year 33 doc./year	150 200 83	180.5 240.6 99.9	.63 .93 .38	300 repro/year 50 doc./year 33 doc./year	150 200 83	180.5 240.6 99.9	.63 .93 .38
180 doc./man day	34,250 doc./year	191	229.8	.98	34,250 doc./year	191	229.8	.98
150 doc./man day	34,250 doc./year	228	274.3	1.05	34,250 doc./year	228	274.3	1.05
.35 doc./man day	34,250 doc./year	979	1,177.8	4.53	34,250 doc./year	979	1,177.8	4.53
90 doc./man day	34,250 doc./year	381	458.4	1.76	34,250 doc./year	381	458.4	1.76
Indeterminate	Indeterminate	1 man year	—	1.00	Indeterminate	1 man year	—	1.00
10 reels/man day 10 reels/man day (5 reels/man day, if on 16mm) 80 negatives/man day	2,039 reels/year 2,039 reels/year — 12,510 negs/year	204 204 — 156	245.4 245.4 — 187.7	.94 .94 — .72	2,039 reels/year 2,039 reels/year — 12,510 negs/year	204 204 — 156	245.4 245.4 — 187.7	.94 .94 — .72

B

LOSS DAYS	GROSS MAN YEARS	PLAN "B"				PLAN "C"			
		VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
.01		548,000/year	1.4	1.7	.01	672,000/year	1.7	2.0	.01
.13		17/day	27	32.5	.13	32/day	50	60.2	.23
.48		49,250 pkg./year	103	123.9	.48	57,100 pkg./year	119	143.2	.58
		12,000 pkg./year	25	30.1	.12	15,500 pkg./year	32.3	38.9	.15
.30		165 doc./day	65	78.2	.30	291 doc./day	121	145.6	.58
.05		10,500 doc./year	11	13.2	.05	10,500 doc./year	11	13.2	.05
		119,600 doc./year	85	102.3	.39	195,000 doc./year	139	167.0	.84
.05		15,000 doc./year	11	13.2	.05	15,000 doc./year	11	13.2	.05
1.00		Indeterminate	1 man year	—	1.00	Indeterminate	1 man year	—	1.00
1.02		66 work orders/day	220	264.7	1.02	78 work orders/day	260	312.8	1.20
1.02		66 work orders/day	220	264.7	1.02	78 work orders/day	260	312.8	1.20
.69		300 repro/year	150	180.5	.69	300 repro/year	150	180.5	.69
.93		50 doc./year	200	240.6	.93	50 doc./year	200	240.6	.93
.38		33 doc./year	83	99.9	.38	52 doc./year	130	156.4	.60
.88		34,250 doc./year	191	229.8	.88	42,000 doc./year	234	281.5	1.08
1.06		34,250 doc./year	228	274.3	1.06	42,000 doc./year	280	336.9	1.30
4.53		34,250 doc./year	979	1,177.8	4.53	42,000 doc./year	1,200	1,443.7	5.55
1.76		34,250 doc./year	381	458.4	1.76	42,000 doc./year	467	561.8	2.16
1.00		—	1 man year	—	1.00	—	1 man year	—	1.00
1.00		Indeterminate	1 man year	—	1.00	Indeterminate	1 man year	—	1.00
.94		2,039 reels/yea	204	245.4	.94	2,471 reels/year	247	297.9	1.14
.94		2,039 reels/yea	204	245.4	.94	2,471 reels/year	247	297.9	1.14
.72		12,510 negs/year	156	187.7	.72	1,236 negs/year	—	—	—
						17,641 negs/year	221	265.9	1.08

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME	
F.	Reproduction			
14.	Microfilm Archives Make Oraphane Copies	One master for vault One reproducible master One working copy Maintenance of microfilm files.	30 reels/man day	6117 reels/year
	Breakdown	Breakdown film into individual documents and place in file. (10 reels current production, 15 reels back from airgraph/day)	1) 40 titles/man day 2) 100 charges/man day 6 reels/man day	1800 changes/year 189 changes/day 5098 reels/year
	Process Document Requests	Arrange in numerical order and sort for Airgraph reproduction.	325 items/man day	139 items/day
15.	Process Airgraph	Sort and splice by density into 100 ft. reels (18 reels/day) Print Process (including maintenance of processors.)	325 items/man day 13.8 reels/man day 8 reels/man day	139 items/day 10 reels/day 10 reels/day
16.	Photo Prints	Processes photo prints for requested documents, TDD, brochures, etc.	350/man day	7574/year
	a. Microcards	This medium of reproduction is used when the requester desires a complete copy of the document in microscopy form. The microcard is forwarded on request in lieu of a paper copy of the document. 50 prints each 62 doc./day - printing only Makesp Preparation of machine Process Microcards	2400/man day 30/man day 2/man hour 480/man hour	_____
	Drying Room	Phototyping and drying photoprints	400/man day	7574/year
	Stock Handling	Storage and withdrawal of photo supplies	_____	_____
G.	Shipping			
1.	Addressograph	Supervisor	_____	
	a. Maintenance of Using Agency Plates	Maintain addressograph plates for user agencies showing on master plate for each user the subject Divisions for which cleared, type of agency, Agency Code Number, Security clearance and address with attention line.	120 changes/man day	200 changes/day
	Maintenance of TDD Distribution List	Proofread plates.	240 plates/man day Negligible	200 changes/day
	b. Addressing	Maintain distribution list for Technical Data Digest.	_____	_____
	(1) TAB (2) ATI Cards (3) Form Letter & Envelope (4) Strip Listings	Forms, envelopes or labels for shipping. (1,000 plates 82 times per year) (1,100 plates 14 times per year) 50 per year to 650 addressees. All plates as required.	1,000 items/man hour 1,000 items/man hour 300 items/man hour 1,000 items/man hour	300,960/year 68,800/year 154,000/year
2.	ATI Cards	Mark invoices for Agencies still getting cards automatically.	330 invoices/man day	69,968/year
	a. Marking Invoices	Select cards and stuff into envelopes. Seal envelopes.	400 invoices/man day 1,350 invoices/man day	69,968/year 69,968/year
	b. Select Cards & Stuff			
	c. Seal Envelopes			

PRODUCTIVITY RATE	PLAN "A"				PLAN "B"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
30 reels/man day	6117 reels/year	204	245.4	.94	6117 reels/year	204	245.4	.94
40 titles/man day	1800 changes/year	46	54.1	.21	1800 changes/year	46	54.1	.21
100 charges/man day	189 charges/day	348	418.7	1.61	189 charges/day	348	418.7	1.61
6 reels/man day	5098 reels/year	849	1021.4	3.93	5098 reels/year	849	1021.4	3.93
325 items/man day	139 items/day	107	128.7	.50	139 items/day	107	128.7	.50
325 items/man day	139 items/day	107	128.7	.50	139 items/day	107	128.7	.50
13.3 reels/man day	10 reels/day	188	226.2	.87	10 reels/day	188	226.2	.87
8 reels/man day	10 reels/day	313	376.6	.45	10 reels/day	313	376.6	1.45
350/man day	7574/year	22	26.5	.10	7574/year	22	26.5	.10
—	—	—	—	—	—	—	—	—
2400/man day	—	—	—	—	2400/day	250	300.8	1.16
30/man day	—	—	—	—	48/day	400	481.2	1.85
2/man hour	—	—	—	—	daily	63	75.8	.29
480/man hour	—	—	—	—	2400/day	125	150.4	.58
400/man day	7574/year	19	22.9	.09	7574/year	19	22.9	.09
—	—	1/2 man year	—	.50	—	1/2 man year	—	.50
—	—	1 man year	—	1.00	—	1 man year	—	1.00
120 changes/man day	200 changes/day	417	501.7	1.93	200 changes/day	417	501.7	1.93
240 plates/man day	200 changes/day	208	250.2	.96	200 changes/day	208	250.2	.96
Negligible	—	—	—	—	—	—	—	—
1,000 items/man hour	—	—	—	—	2,600/week	17	23.5	.08
1,000 items/man hour	300,960/year	38	45.7	.18	600/week	4	4.8	.02
300 items/man hour	65,800/year	27	32.5	.13	290,938/year	28	33.7	.13
1,000 items/man hour	154,000/year	19	22.9	.09	65,600/year	27	32.5	.13
154,000/year	—	—	—	—	154,000 items/year	19	22.9	.09
330 invoices/man day	69,988/year	212	255.0	.96	51,381/year	156	187.7	.72
400 invoices/man day	69,988/year	176	210.6	.81	51,381/year	129	155.2	.60
1,330 invoices/man day	69,988/year	53	63.8	.25	51,381/year	39	46.9	.18

B

GROSS MAN YEARS	PLAN "B"				PLAN "C"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
.94	6117 reels/year	204	245.4	.94	7431 reels/year	247	297.2	1.14
.31	1800 changes/year	45	54.1	.21	1800 changes/year	46	54.1	.21
1.61	139 changes/day	348	418.7	1.61	220 changes/day	550	661.7	2.55
3.93	5096 reels/year	849	1021.4	3.93	6260 reels/year	1042	1253.6	4.82
.50	189 items/day	107	128.7	.50	271 items/day	208	250.2	.96
.60	139 items/day	107	128.7	.60	271 items/day	208	250.2	.96
.87	10 reels/day	188	226	.87	16 reels/day	301	362.1	1.39
.45	10 reels/day	313	376.8	1.45	16 reels/day	500	601.5	2.31
.10	7574/year	22	26.5	.10	12,054/year	34.5	41.5	.16
—	—	—	—	—	—	—	—	—
	2400/day	250	300.8	1.16	3100/day	323	358.6	1.49
	48/day	400	481.2	1.86	62/day	517	622.0	2.30
	daily	63	75.8	.29	daily	63	75.8	.29
	2400/day	125	150.4	.58	3100/day	203	248.0	.98
.09	7574/year	19	22.9	.09	12,054/year	30	36.1	.14
.50	—	1/2 man year	—	.50	—	1/2 man year	—	.50
1.00	—	1 man year	—	1.00	—	1 man year	—	1.00
1.93	200 changes/day	417	501.7	1.93	200 changes/day	417	501.7	1.93
.96	200 changes/day	208	250.2	.96	200 changes/day	208	250.2	.96
—	—	—	—	—	—	—	—	—
	2,600/week	17	20.5	.08	5,216/week	34	40.9	.16
	600/week	4	4.8	.02	600/week (mil. issue)	4	4.8	.02
.18	230,938/year	28	33.7	.13	365,662/year	46	55.9	.21
.13	65,500/year	27	32.5	.13	65,500/year	27	32.5	.13
.09	156,000 items/year	19	22.9	.09	178,200 items/year	22	26.5	.10
.98	51,381/year	156	187.7	.72	85,038/year	258	310.4	1.19
.81	51,381/year	129	155.2	.60	85,038/year	213	256.3	.98
.25	51,381/year	39	46.9	.18	85,038/year	64	77.0	.30

FUNCTIONAL AREAS	DESCRIPTION OF WORK	PRODUCTIVITY RATE	VOLUME
G. Shipping			
3. Requested Documents	Pack and Wrap - single wrap (397) Pack and Wrap - double wrap (171)	240 pkg. /man day 120 pkg. /man day	206/day 89/day
4. Title Announcement Bulletin	_____ _____ _____	700/man day 700/man day	_____
a. Stuff Restricted TAB b. Stuff Confidential TAB c. Stuff Military TAB d. Seal Envelopes		1,330/man day	_____
5. Reclassification Bulletin	Stuff 1,000 copies. Seal envelopes.	700/man day 1,330/man day	1,000/month 1,000/month
a. Stuff Reclassification Bulletin b. Seal Envelopes			
6. Demand Bibliographic	Wrap and Ship Demand Bibliographies. Wrap and Ship Demand Bibliographies.	240 pkg. /man day 120 pkg. /man day	204 pkg./year 1,121/year
a. Single Wrap b. Double Wrap			
7. ASTIA Publications	Six of the seven ASTIA publications are (F.8) disseminated to the Users - 1,350 each. Stuff envelopes 8,100 (6 x 1,350) Seal envelopes 8,100 (6 x 1,350)	700/man day 1,330/man day	6,000/year 6,000/year
a. Stuff ASTIA Publications b. Seal Envelopes			
8. Form Letters	Stuff form letters into envelopes 50 letters (650) = 32,500 Folding done mechanically in Publishing Division 50 letters, (650) = 32,500	1,400/man day 1,500/man day	32,500/year 32,500/year
a. Seal Envelopes			

(u)

OF WORK	PRODUCTIVITY RATE	PLAN "A"				PLAN "B"	
		VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED
(397) p (171)	240 pkg./man day 120 pkg./man day	206/day 89/day	215 185	258.7 222.6	1.00 .86	206/day 89/day	215 185
	700/man day 700/man day	— —	— —	— —	— —	50/week 1,300/week 900/week 1,850/week	4 97 67 76
	1,330/man day	— —	— —	— —	— —		
	700/man day 1,330/man day	1,000/month 1,000/month	74 99	89.0 46.9	.34 .18	1,000/month 1,000/month	74 39
ographies. ographies.	240 pkg./man day 120 pkg./man day	204 pkg./year 1,121/year	1 8	1.2 10.8	.05 —	204/year 1,121/year	1 9
locations are (F. 8) each.	700/man day 1,330/man day	6,000/year 8,000/year	8.6 4.5	10.3 5.4	.04 .02	6,000/year 8,000/year	8.6 4.5
opes 50 letters	1,400/man day	32,500/year	23	27.7	.11	32,500/year	23
In Publishing Division	1,500/man day	32,500/year	22	26.5	.10	32,500/year	22

B

GROSS MAN YEARS	PLAN "B"				PLAN "C"			
	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS	VOLUME	MAN DAYS REQUIRED	GROSS MAN DAYS	GROSS MAN YEARS
1.00 .85	206/day 89/day	215 185	258.7 222.6	1.00 .86	397/day 171/day	414 358	498.1 428.3	1.92 1.65
— — — —	50/week 1,300/week 900/week 1,850/week	4 97 87 76	4.8 118.7 80.6 91.4	.02 .45 .31 .35	68/week 1,618/week 1,419/week 2,632/week	5 120 105 103	6.0 144.4 126.3 124.0	.02 .56 .49 .48
.34 .18	1,000/month 1,000/month	74 39	89.0 46.9	.34 .18	1,350/month 1,350/month	23 12	27.7 14.4	.11 .06
.05	204/year 1,121/year	1 9	1.2 10.8	.05 —	250/year 1,375/year	1 11	1.2 13.2	.06 —
.04 .02	6,000/year 6,000/year	8.6 4.5	10.3 5.4	.04 .02	8,100/year 8,100/year	11.6 6.1	13.9 7.3	.05 .03
.11 .10	32,500/year 32,500/year	23 22	27.7 26.5	.11 .10	32,500/year 32,500/year	23 22	27.7 26.5	.11 .10

FUNCTIONAL AREAS	DESCRIPTION OF WORK	MANNING	PLAN "A"	PLAN "B"
			GROSS MAN YEARS	GROSS MAN YEARS
H. Office of the Chief	Responsible for the accomplishment of that portion of the ASTIA mission assigned to DSC.			
1. Chief, DSC	Directs all components of DSC and keeps the Director of ASTIA informed.	Chief, DSC	1.00	1.00
2. Deputy Chief, DSC	Assumes full responsibility for DSC in absence of Chief. Supervises all components of DSC under general supervision of Chief, DSC.	Deputy Chief, DSC 2 Clerk Steno.	1.00 2.00	1.00 2.00
L. Administrative Staff	In order to carry out the mission of ASTIA it is necessary to perform a number of Staff level functions. These staff duties are specialized and require trained specialists.			
1. Administration	Perform administrative functions as pertain to personnel, budget and fiscal, supply, mail and receptionists.	Chief (Admin. Office) Admin. Asst.	1.00 1.00	1.00 1.00
Budget and Fiscal	Control purchase orders, authenticate reports of contractors, and prepare periodic personnel and budget status reports.	1 Budget & Fiscal Officer 1 Clerk Typist	1.00 1.00	1.00 1.00
Mail	Control and route both incoming and outgoing mail.	1 Chief (Clerk) 4 Clerk, Mail	1.00 4.00	1.00 4.00
Personnel	Handle all matters pertaining to personnel actions.	1 Driver, Truck	1.00	1.00
Receptionists	Check security clearance of persons admitted to DSC for purposes of obtaining services or use of reference files and reports.	1 Admin. Asst. 1 Clerk Typist	1.00 1.00	1.00 1.00
Supply	Procure, issue and maintain records on all office supplies and equipment necessary to sustain DSC operations.	2 Clerks (directly responsible to Admin. Office)	2.00	2.00
2. Plans and Operations	Responsible to Chief and Deputy Chief, DSC in analyzing operations, at the operating level, performing staff studies, maintaining standard operating procedures, and compiling essential statistics to justify operational requirements.	1 Chief (Supply Clerk) 2 Clerks (Supply) 1 Clerk Typist 1 Chief, Operation Analyst 1 Org. & Method Examiner 1 Clerk Typist	1.00 2.00 1.00 1.00 1.00 1.00	1.00 2.00 1.00 1.00 1.00 1.00
3. Security	Take such actions as are necessary to implement and maintain plant security.	1 Security Officer	1.00	1.00
J. Operating Staff	Assume responsibility at the operating level for the accomplishment of all phases of DSC activity.	Chief Asst. Chief 1 Clerk Steno.	1.00 1.00 1.00	1.00 1.00 1.00
1. Chief, Service Division	Supervise components of DSC engaged in cataloging, indexing, announcing the availability of, and distribution to accredited users of scientific and technical documents acquired by ASTIA, maintain a reference library and provide reference and related services including bibliographies as requested.			
2. Chief, Production Division	Supervise components of DSC engaged in all forms of reproduction, publication copy presentation, illustration and format. Responsible for establishing specifications for and maintaining the development of new publishing and photographic processes and equipment as becomes necessary for fulfilling the ASTIA mission.	Chief Asst. Chief 1 Clerk Steno	1.00 1.00 1.00	1.00 1.00 1.00

	DESCRIPTION OF WORK	MANNING	PLAN "A"	PLAN "B"	PLAN "C"
			GROSS MAN YEARS	GROSS MAN YEARS	GROSS MAN YEARS
	Responsible for the accomplishment of that portion of the ASTIA mission assigned to DSC.				
	Directs all components of DSC and keeps the Director of ASTIA informed.	Chief, DSC	1.00	1.00	1.00
	Assumes full responsibility for DSC in absence of Chief. Supervises all components of DSC under general supervision of Chief, DSC.	Deputy Chief, DSC 2 Clerk Stenos.	1.00 2.00	1.00 2.00	1.00 2.00
	In order to carry out the mission of ASTIA it is necessary to perform a number of Staff level functions. These staff duties are specialized and require trained specialists.				
	Perform administrative functions as pertaining to personnel, budget and fiscal, supply, mail and receptionists.	Chief (Admin. Office) Admin. Asst.	1.00 1.00	1.00 1.00	1.00 1.00
	Control purchase orders, authenticate reports of contractors, and prepare periodic personnel and budget status reports.	1 Budget & Fiscal Officer 1 Clerk Typist	1.00 1.00	1.00 1.00	1.00 1.00
	Control and route both incoming and outgoing mail.	1 Chief (Clerk) 4 Clerk, Mail	1.00 4.00	1.00 4.00	1.00 4.00
	Handle all matters pertaining to personnel actions.	1 Driver, Truck	1.00	1.00	1.00
	Check security clearance of persons admitted to DSC for purposes of obtaining services or use of reference files and reports.	1 Admin. Asst. 1 Clerk Typist	1.00 1.00	1.00 1.00	1.00 1.00
	Procure, issue and maintain records on all office supplies and equipment necessary to sustain DSC operations.	2 Clerks (directly responsible to Admin. Office)	2.00	2.00	2.00
	Responsible to Chief and Deputy Chief, DSC in analyzing operations, at the operating level, performing staff studies, maintaining standard operating procedures, and compiling essential statistics to justify operational requirements.	1 Chief (Supply Clerk) 2 Clerks (Supply) 1 Clerk Typist 1 Chief, Operation Analyst 1 Org. & Methods Examiner 1 Clerk Typist	1.00 2.00 1.00 1.00 1.00 1.00	1.00 2.00 1.00 1.00 1.00 1.00	1.00 2.00 1.00 1.00 1.00 1.00
	Take such actions as are necessary to implement and maintain plant security.	1 Security Officer	1.00	1.00	1.00
	Assume responsibility at the operating level for the accomplishment of all phases of DSC activity.	Chief Asst. Chief 1 Clerk Steno.	1.00 1.00 1.00	1.00 1.00 1.00	1.00 1.00 1.00
	Supervise components of DSC engaged in cataloging, indexing, announcing the availability of, and distribution to accredited users of scientific and technical documents acquired by ASTIA, maintain a reference library and provide reference and related services including bibliographies as requested.				
	Supervise components of DSC engaged in all forms of reproduction, publication copy presentation, illustration and formats. Responsible for establishing specifications for and maintaining the development of new publishing and photographic processes and equipment as becomes necessary for fulfilling the ASTIA mission.	Chief Asst. Chief 1 Clerk Steno	1.00 1.00 1.00	1.00 1.00 1.00	1.00 1.00 1.00

Plan "A" - Gross Man Days, 52,357.1; Gross Man Years, 201.41. Plan "B" - Gross Man Days, 53,343.9; Gross Man Years, 205.36
 Plan "C" - Gross Man Days, 62,378.81; Gross Man Years, 239.94